

JOB TITLE: ACCOUNTING ASSISTANT I

REPORTS TO: Manager, Business Services

POSITION PURPOSE:

Performs entry-level accounting office and bookkeeping duties such as maintaining accounts or student records. Typical duties include processing payments, compiling and entering data, and preparing maintaining reports.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries no administrative authority or responsibility.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Assistant I classification are entry-level accounting positions distinguished by emphasis on maintaining financial records and preparing reports in a specific area of a routine and recurring nature in accordance with clearly defined procedures and guidelines under close supervision.

ESSENTIAL JOB FUNCTIONS:

1. Sorts, classifies and codes entries and transactions in accordance with established procedures, accounting practices, and verbal instructions. Uses computer terminal to enter and retrieve information.
2. Maintains account records by posting and reconciling data. Identifies and resolves discrepancies in accordance with established procedures. Calculates, posts and verifies data to produce balances and reports.
3. Receives, accounts for, and safeguards cash, checks, or other valuables; issues receipts and classifies and codes transactions.
4. Compiles, calculates, posts, and verifies data to produce regular or special summaries, balances or other reports as required.
5. Maintains and updates files, records, and logs on computerized and manual record keeping systems, searches files and records for readily identifiable information as directed.

OTHER JOB FUNCTIONS:

1. Sorts and distributes mail or records according to other business office activities and programs.
2. Assists in other functional areas for on the job training or to cover relief.
3. Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed in an office setting; involves sitting, walking, lifting; and requires hand/eye coordination in the efficient operation of office machines.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively with other employees, students and the general public using tact, courtesy and good judgment.
- Ability to apply established procedures and guidelines to keeping of accounts and the preparation of reports.
- Ability to work with accuracy and attention to detail to meet deadlines.
- Ability to understand and execute oral and written instructions and procedures.
- Ability to operate standard office equipment such as typewriter, computer terminal, word processor, telephone, calculator and photocopier.
- Ability to physically perform assigned duties.

EDUCATION AND EXPERIENCE:

High School diploma, or G.E.D., and six months office experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.