

ACCOUNTING ASSISTANT I/II

DEFINITION

Under general supervision, provides a variety of routine to moderate financial, business and accounting office support for assigned accounting functions; may perform general office support duties; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Accounting Assistant I is the entry level class of this accounting support series. Initially under supervision, incumbents learn College accounting support procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Accounting Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Accounting Assistant II is the experienced level class of this series, competent to perform a variety of financial, and accounting office support duties. All positions are characterized by the presence of guidelines from which to make decisions; however, judgment must be used, particularly when dealing with a variety of College staff and students or representatives of the public or other organizations. This class is distinguished from Accounting Specialist in that the latter performs difficult or specialized financial, business and accounting support work for a major College function such as accounts payable, lead cashier, benefits, accounts receivable, bank reconciliation and conferences.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs accounting, business or financial office support work in such areas as accounts receivable and payable, cashiering, benefits, payroll, budget and records maintenance
- Reviews invoices and related documentation
- Contacts vendors to resolve invoice or other billing problems
- Staffs the College Bank for student and staff use
- Receipts to student accounts
- Extends figures and verifies authorizations
- Prepares accounts payable for payment
- Reviews and reconciles varied reports, computer output and related data
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports
- Makes arithmetic, financial or statistical calculations
- Provides factual information to the public, students and staff
- Uses a personal or on-line computer system to enter data and generate reports
- Prepares, distributes and records checks and warrants
- Reconciles cash drawers from various College locations
- May perform a variety of office support work such as organizing and maintaining various files, typing or word processing, correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with College policies and regulations
- Operates standard office equipment

EXAMPLES OF DUTIES (Continued)

- Organizes work and follows up to ensure completion of assigned work
- May provide work procedure instruction to others or direct the work of others on a project or relief basis
- Performs related duties as required or assigned

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

- Basic financial recordkeeping, bookkeeping and basic governmental accounting principles and practices
- Basic auditing principles and practices
- Basic methods and practices of cash control and management
- Basic business data processing principles and the use of word processing and spread sheet programs
- Office practices and procedures, including filing and the operation of standard office and word processing equipment
- Business mathematics, including percentages and decimals
- Correct business English usage and the standard format for typed materials

Skill in:

- Preparing, maintaining and reconciling various financial, accounting, statistical, auditing and numerical records
- Accurately handling, balancing and accounting for large sums of cash
- Reading, interpreting and applying rules, policies and procedures
- Organizing, researching and maintaining office files
- Making mathematic calculations with speed and accuracy
- Using sound judgment within established procedures
- Operating standard office equipment, including a personal computer
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Note: Specific positions may require or desire bilingual skill in a designated second language.

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Accounting Assistant I: Equivalent to graduation from high school and one year of office support experience which involved preparing and maintaining financial, accounting or numerical records.

Accounting Assistant II: In addition to the above, one year of bookkeeping, accounting, or financial support experience at a level equivalent to the College's class of Accounting Assistant I. College-level coursework in accounting or bookkeeping is desirable.