

**POSITION ROLE STATEMENT: Accounting Assistant Job Family**



<b>Initial Completion Date:</b>	07/22/2013
<b>Revision Date(s):</b>	

**Title: Accounting Assistant I**

Definitions:	Typical Duties	Knowledge & Abilities	Education & Experience
<p>Under direct supervision performs routine posting, filing and calculating duties.</p> <p>Even though some supervision is required at this level, tasks are assigned on a continuing basis and employees are expected to provide work that is completely accurate and to independently identify and correct any errors that occur.</p> <p>Unusual situations and inconsistencies in established procedures are referred to higher level staff.</p>	<ul style="list-style-type: none"> <li>Verifies accuracy of invoices and other accounting documents using adding machine or calculator.</li> <li>Organizes and files supporting accounting documentation.</li> <li>Operates specialized office equipment.</li> <li>Cashes checks for eligible campus community members, collects and records tuition payments.</li> <li>Other related duties as assigned.</li> </ul>	<p>Requires a thorough knowledge of basic accounting procedures as well as the ability to use a ten-key adding machine and other specialized office equipment.</p> <p>Must be able to work with limited supervision, establish their work priorities, and independently search out and correct any errors that may occur.</p> <p>Typically, it requires excellent verbal skills and the ability to relate effectively to a variety of people.</p>	<p>A high school diploma plus one year of clerical experience, or an equivalent combination of training and education.</p>

**Title: Account Assistant II**

Definitions:	Typical Duties	Knowledge & Abilities	Education & Experience
<p>Able to complete all tasks under Accounting Assistant I and:</p> <p>Typically more specialized and would be able to recognize problems and independently solve them without referring them to the next level.</p> <p>Under general supervision performs a variety of accounting tasks.</p> <p>Typically, staff in this category has responsibility for a specialized functional assignment with substantial public contact.</p> <p>They are responsible for keeping up-to-date with procedural changes affecting their output.</p> <p>Expected to be cognizant of related functions and recognizes problems and independently solves them.</p>	<ul style="list-style-type: none"> <li>Summarizes and posts data to accounting records.</li> <li>Totals and balances daily cash receipts.</li> <li>Checks and verifies records, and recommends solutions to resolve discrepancies.</li> <li>Prepares correspondence on accounting matters requiring tact and diplomacy.</li> <li>Independently determines appropriate course of action on specific payment or collection questions that are relatively complex.</li> <li>Assists other employees on aspects of their work which are out of the normal routine and/or in situations requiring specialized knowledge.</li> <li>Other related duties as assigned.</li> </ul>	<p>This classification requires all abilities listed for Accounting Assistant I and:</p> <p>Must have excellent organizational skills, public relation skills and computer skills.</p> <p>Independent decision-making is also required.</p>	<p>A high school diploma plus two years of accounting or cashiering experience, or an equivalent combination of training and education.</p>

**Title: Accounting Assistant III**

Definitions:	Typical Duties	Knowledge & Abilities	Education & Experience
<p>Able to complete all tasks under Accounting Assistant I and II and:</p> <p>Handles complex problems that necessitate interpretation of University policies.</p> <p>Under general supervision performs complex accounting assignments</p>	<ul style="list-style-type: none"> <li>Analyzes accounts, records, reports and other accounting documents or accuracy, adequacy, reasonableness, and other proper accounting treatment.</li> <li>Requests routine and/or standard reports and may be expected to schedule them.</li> <li>Interprets and explains University policies and procedures to internal and external constituents on a routine basis.</li> <li>Independently checks, assembles, and prepares data for processing.</li> <li>Performs routine reconciliation's and/or edits of accounting data.</li> <li>May train junior level staff including student assistants and coordinate and review their work.</li> <li>Other related duties as assigned.</li> </ul>	<p>This classification requires all abilities listed for Accounting Assistant I through II and:</p> <p>May be expected to interface with all levels of the campus community to provide policy interpretations.</p> <p>The ability to identify errors in complex accounting tasks is necessary.</p> <p>A high level of judgment is required in applying policies and precedents to unusual situations.</p> <p>Where applicable, basic word processing and spreadsheet skills are required</p>	<p>A high school diploma plus three years of accounting or cashiering experience, or an equivalent combination of training and education</p>

**Title: Accounting Assistant IV**

Definitions:	Typical Duties	Knowledge & Abilities	Education & Experience
<p>May act as the lead Accounting Assistant, coordinating work for other Accounting Assistants and is responsible for resolving complex issues.</p> <p>The Accounting Assistant IV works under minimal supervision.</p>	<ul style="list-style-type: none"> <li>Investigates questionable entries and initiates action to remedy situation, providing guidance and assistance to the Accounting Assistant Staff in resolving unusual, complex, or highly sensitive matters some of which may affect office operations.</li> <li>Trains junior level staff members, supervises and reviews their work, and monitors routine processing functions.</li> <li>Responsible for report generation, analysis, and follow-up transactions.</li> <li>Acts as a liaison with University departments and outside agencies, both private and governmental.</li> <li>Provides temporary relief during absences and vacancies to Accounting Assistants I, II and III positions.</li> <li>Other related duties as assigned.</li> </ul>	<p>This classification requires all abilities listed for Accounting Assistant I through III and:</p> <p>Technical knowledge and ability to identify errors and resolves most accounting problems, including interpretation of federal regulations and University policies.</p> <p>Where applicable, advanced word processing and spreadsheet skills are required.</p>	<p>A high school diploma plus four years of accounting experience, or an equivalent combination of training and education</p>

**Title: Accounting Assistant V**

Definitions:	Typical Duties	Knowledge & Abilities	Education & Experience
<p>The Accounting Assistant V provides comprehensive accounting support to the department, including resolving the most complex problems.</p>	<ul style="list-style-type: none"> <li>• Performs complex reconciliation of accounting data.</li> <li>• Recommends new and/or changes to procedures, methods, and applications of University policies and accepted accounting practices as required for the operation of the department.</li> <li>• May balance and reconcile accounts.</li> <li>• Reviews accounting/financial data and takes appropriate action according to specific guidelines or accounting procedures.</li> <li>• May have supervisory responsibility and/or accountability for the work of junior level staff members and may train junior level staff members.</li> <li>• May hire, train, and supervise student assistants.</li> <li>• May act on behalf of the unit manager in his/her absence.</li> <li>• Serves on division and university-wide committees.</li> </ul>	<p>This classification requires all abilities listed for Accounting Assistant I through VI and:</p> <p>Technical knowledge and ability to work with minimal supervision to perform the most complex accounting reconciliation.</p> <p>Advanced word processing and spreadsheet skills are required.</p>	<p>Post high school education is preferred.</p> <p>Training or experience equivalent to five years of increasingly responsible work experience in a senior accounting assistant/bookkeeping position.</p>