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Student Employment Office Office of Career Services	Student Job Description			1 / 1
				REVISED
				11/86
SUBJECT	RANK	GROUP	CBC	PHYSICAL
<b><i>Accounting Aide</i></b>	x322	II	*	

\* position specific

DEFINITION:

Under limited supervision of a staff, faculty or Accounting Assistant employee, a student usually performs all or part of the following duties:

- (a) Reviews accounting documents for completeness and errors.
- (b) Codes documents requiring judgment.
- (c) Prepares statements and reports which are factual in nature, require computation, and reflect the relationship among accounts.
- (d) Corrects discrepancies by reference to source documents or records and possible tracing of transactions through a limited series of successive records.
- (e) Researches accounting sources to obtain data for statements or reports and to reconcile accounts.
- (f) Operates and is responsible for the mechanical duties and clerical accuracy of electronic accounting equipment.
- (g) Makes recommendations to eliminate unnecessary clerical steps in the processing and recording of transactions.
- (h) Performs related duties as assigned.

BASIC QUALIFICATIONS:

One year of training in accounting or bookkeeping or one year of experience in accounting or bookkeeping work.

QUALIFICATIONS FOR STARTING AT STEP B:

One year training in accounting or bookkeeping and one year of experience involving accounting responsibilities or two years of experience involving accounting responsibilities.