

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT Accounting Assistant	RANK x343	GROUP III	CBC *	PHYSICAL

* position specific

DEFINITION:

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

- (a) Reviews documents that involve complicated transactions.
- (b) Examines documents and accounts that require complex corrections.
- (c) Determines efficiency of internal checks and coordination of clerical operations in examining accounts.
- (d) Prepares statements and reports which reflect the relationship among accounts.
- (e) Reconciles discrepancies by detailed checking of all possible sources of disagreement.
- (f) Operates and is responsible for the mechanical duties and clerical accuracy of electronic accounting equipment.
- (g) Drafts correspondence containing authoritative information and requiring knowledge of departmental procedure and practices.
- (h) Supervises accounting aides.
- (i) Performs related duties as assigned.

BASIC QUALIFICATIONS:

One year of training in accounting or bookkeeping and two years of experience involving accounting responsibilities or two years of university course work, which included at least eight semester hours in accounting; or three years of experience involving accounting responsibilities.

QUALIFICATIONS FOR STARTING AT STEP B:

Basic qualifications plus an additional year of experience involving accounting.