

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT <i>Student Accountant</i>	RANK x194	GROUP IV	CBC Yes	PHYSICAL

DEFINITION:

The student accountant is a position which utilizes the student's academic background in an accounting curriculum. The work is close to accountant level in responsibilities, and reflects a high degree of autonomy. The employee receives minimal supervision from a staff or faculty member, and usually performs all or part of the following duties:

- (a) Reviews and examines documents that involve complex transactions for accuracy, and prepares any necessary corrections.
- (b) Audits ledgers for accuracy, and prepares any necessary corrections.
- (c) Reconciles ledger controls on a regular basis with a detail analysis of discrepancies.
- (d) Prepares other financial statements and reports as required, with minimum direction from supervisor. Advanced knowledge of accounting required to know what is needed and how to prepare report.
- (e) Supervises accounting aides and assistants, and assigns work schedules to them.
- (f) Initiates correspondence containing authoritative information and requiring knowledge of departmental procedure and practices.
- (g) Performs related duties as assigned.

BASIC QUALIFICATIONS:

Two years of training in accounting or bookkeeping and two years of experience involving accounting responsibilities, or three years of university course work, which include at least 11 semester hours in accounting. Must be a graduate student.

QUALIFICATIONS FOR STARTING AT STEP B:

Three years of training in accounting or bookkeeping and three years of experience involving responsibilities, or three years of university course work, which includes and additional 5 semester hours of course work in the accounting field.