

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED 7/18
SUBJECT Accounting Aide	RANK x322	GROUP II	CBC *	PHYSICAL

* 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 accuracy and thoroughness.
- (b) Analyzes documents using critical thinking skills.
- (c) Prepares statements and reports which are accurately compiled, require computation, and reflect the relationship among accounts.
- (d) Corrects discrepancies utilizing 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 software and clerical accuracy of computer 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 (1) year of training in accounting or one (1) year of experience in accounting.

QUALIFICATIONS FOR STARTING AT STEP B:

One year of training/ classes in accounting and one year of experience involving accounting responsibilities or two (2) years of experience involving accounting responsibilities.