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.