## Accounting Assistant

**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 complex transactions.

(b) Examines documents and accounts that require elaborate/multiple 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 thoroughly checking all possible sources of disagreement.

(f) Operates and is responsible for software and clerical accuracy of computer equipment.

(g) Distributes correspondence containing security sensitive information.

(h) Supervises accounting aides.

(i) Performs related duties as assigned.

**BASIC QUALIFICATIONS:**

One (1) year of training/classes in accounting and two (2) years of experience involving accounting responsibilities or two (2) years of university course work, which included at least eight credit hours in accounting; or three (3) years of experience involving accounting responsibilities.

**QUALIFICATIONS FOR STARTING AT STEP B:**

Basic qualifications plus an additional year of experience involving accounting.