

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISI 7/18
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 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.