

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 1 REVISOR 7/18
SUBJECT Student Accountant	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 (digital or manual) 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:

Must be a graduate level student. Two (2) years of training in accounting or bookkeeping and two (2) years of experience involving accounting responsibilities, or three (3) years of university course work, which include at least 11 semester hours in accounting.

QUALIFICATIONS FOR STARTING AT STEP B:

Three (3) years of training in accounting or bookkeeping and three (3) years of experience involving responsibilities, or three (3) years of university course work, which includes an additional five semesters of course work in the accounting field.