

MANUAL  Student Employment Career Services	SECTION  Student Job Description	PAGE 1 / 1 REVISED 5/21
SUBJECT  <b>Accounting Aide</b>	RANK  x322	GROUP  II

**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.