

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Accounting Aide	RANK x322	GROUP II

DEFINITION:

Under minimal supervision of a staff, faculty, or Accounting Assistant employee, a student usually performs all the following duties:

- (a) Reviews accounting documents to ensure accuracy and completeness.
- (b) Applies critical thinking skills to analyze documents.
- (c) Prepares statements and reports precisely, involving computation and demonstrating account interrelation.
- (d) Corrects discrepancies by referencing source documents or records and potentially tracing transactions through a sequential series of records.
- (e) Researches accounting resources to gather data for statements or reports and 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 transactions.
- (h) Caries out additional tasks as required.

BASIC QUALIFICATIONS:

One (1) year of training in accounting or one (1) year of experience in accounting.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of training/classes in accounting and one (1) year of experience involving accounting responsibilities or two (2) years of experience involving accounting responsibilities.

LEARNING OUTCOMES*:

- Use technology to improve the efficiency and productivity of your work.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.
- Gather and analyze information from diverse sources and individuals to fully understand a problem.
- Interact with and respect diverse personalities and backgrounds.
- Build robust and positive working relationships with supervisors and team members.
- Be accountable for individual and team responsibilities and deliverables.
- Promptly inform relevant others when needing guidance with assigned tasks.

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- Multi-task well in a fast-paced environment.
- Have attention to detail, resulting in few, if any, errors in their work.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).