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) Carries 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.
Accounting Aide

- 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).*