

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Accounting Assistant	RANK x343	GROUP III

DEFINITION:

Under general supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Reviews documents related to complex transactions.
- (b) Examines and corrects documents with multiple errors.
- (c) Assesses the effectiveness of internal checks and coordinates clerical operations for accuracy in account examination.
- (d) Creates statements and reports showing the relationships between different accounts.
- (e) Investigates and resolves discrepancies by thoroughly checking all relevant sources.
- (f) Operates computer software and ensures the accuracy of its clerical work.
- (g) Handles correspondence containing security-sensitive information securely.
- (h) Supervises accounting aides.
- (i) Carries out additional tasks as required.

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.

LEARNING OUTCOMES*:

- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Use technology to improve the efficiency and productivity of their 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.

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- Interact with and respect diverse personalities and backgrounds.
- Build strong, 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.
- 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 \(NACE\)](#).