

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Student Accountant	RANK x194	GROUP IV

DEFINITION:

The Student Accountant position utilizes the student's academic background in an accounting curriculum. The work is close to the accountant's level of responsibility 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 corrects complex transaction documents for accuracy.
- (b) Checks ledger accuracy and makes necessary adjustments.
- (c) Reconciles ledger controls regularly, analyzing any discrepancies.
- (d) Prepares financial statements and reports independently, needing advanced accounting knowledge.
- (e) Supervises accounting aides and assistants, assigning work schedules.
- (f) Drafts authoritative correspondence and understands departmental procedures.
- (g) Carries out additional tasks as needed.

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 coursework, which includes an additional five semesters of coursework in the accounting field.

LEARNING OUTCOMES*:

- Show an awareness of own strengths and areas for development.
- Seek and embrace development opportunities.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.

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- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Actively contribute and advocate for inclusive and equitable practices that influence individual and systemic change.
- Plan, initiate, manage, complete, and evaluate projects.
- Inspire, persuade, and motivate self and others under a shared vision.
- 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.
- Demonstrate dependability.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Use technology to improve the efficiency and productivity of their work.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

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