

ACCOUNTING ASSISTANT

DEFINITION:

Under general supervision, to perform accounts payable, accounts receivable and cash management duties; to provide advanced clerical support in the preparation and maintenance of accounting records and reports; to enter, reconcile and balance assigned accounts; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification may include accounts payable and/or cashiering duties, and may provide assistance to other positions in the department.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Performs accounting support duties in the areas of accounts receivable, accounts payable, and cash management;
- Prepares accounts payable for payment including disbursements for Financial Aid and Associated Student Body, and keeps accurate supporting documentation;
- Processes payments to vendors, staff and others; contacts vendors and others to resolve invoice or other billing problems; reconciles invoices to supporting documentation;
- Receives cash, warrants and checks from revenue sources and records receipt; reconciles and prepares cash for deposit to bank accounts; keeps accurate supporting documentation;
- Disburses, records and deposits various cash and change funds; safeguards from loss; prepares cash boxes; collects, reconciles and deposits cash receipts; identifies control and security issues; and reports discrepancies to responsible supervisor;
- Distributes warrants of the College for financial aid, payroll and staff reimbursement claims;
- Maintains subsidiary ledgers; audits reports and information; and posts data;
- Prepares and maintains records and reports related to assigned accounting functions;
- Researches and organizes information from a variety of sources to be used in completing forms or in preparing reports;
- Makes arithmetical and financial calculations;
- Provides factual information to the public, students, staff and others;
- Issues staff parking permits and records transactions;
- Proofreads and checks materials for accuracy, completeness and compliance with College policies and regulations;
- Assists department staff as needed for special projects and peak workload periods including preparation of the 1099 Tax forms at year end; provides assistance to independent auditors

- as needed;
- Performs office support work such as typing, distributing mail, maintaining an inventory of office supplies, answering telephones and maintaining files; serves as backup to other Business Services Office or other clerical positions positions;
- May coordinate and direct the work of paid staff or student assistants.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of bookkeeping and basic accounting.

Basic business mathematics.

Cash and budgetary control processes.

General office and record keeping procedures.

Security risks and control procedures related to accounting and cash handling.

The importance of protecting the confidentiality of financial records.

Skill in:

Producing clear and accurate accounting information.

Understanding financial documents and reviewing for accuracy, completeness and validity.

Working independently and making sound decisions and recommendations.

Understanding and following established operating policies and guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of work, including students, staff, vendors, board members and faculty.

Working under pressure and meeting deadlines while also meeting customer needs.

Using word processing, spreadsheet, accounting and reporting software and data base programs at a competent level.

Other Requirements:

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Graduation from high school and two years work experience handling cash and performing accounts payable duties using a computer based accounting system. Basic accounting classes and an understanding of accounting terminology are desirable.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read handwritten, typed and printed documents, and computer monitor displays; speech and hearing to communicate in person and by telephone; manual dexterity and motor skills to use a

variety of office tools, manipulate paper and operate a keyboard; mobility to move throughout the work site; physical ability to sit or otherwise remain stationary at work post for long periods of time; and ability to lift, carry, push, and transport supplies and files, and to empty coin bags. This work is performed indoors in a typical office environment.