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<b>Functional Title:</b>	Accounting Assistant	<b>Job Code:</b>	0002-CS335
<b>Classification Series:</b>	Accounting/Bookkeeping	<b>Band/Zone:</b>	F1
<b>Department:</b>	Accounting, Accounts Payable, Bursar & Purchasing	<b>FLSA:</b>	Non exempt
<b>Date:</b>	December 2008		

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**General Function:**

Performs a variety of basic administrative tasks related to Accounting, Accounts Payable, Bursar & Purchasing operations.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Greets and directs visitors; routes mail; answers multiple line telephone; provides basic information regarding Accounting, Accounts Payable, Bursar & Purchasing.
- 2) Creates or updates computer records; maintains records; e.g. records of payments, deposits, university purchases, vendor information.
- 3) May gather and analyze statistical information regarding Accounting, Accounts Payable, Bursar or Purchasing programs and activities; produce reports.
- 4) Oversees files and records; ensures that they are accurate, complete, and up-to-date.
- 5) Performs various basic administrative tasks; prepares correspondence and information packets; sends and receives faxes, assists with bulk mailings.

**Reporting Relationships:**

**Direction Received:** Reports to head of administrative unit (i.e. Director, Administrative Manager, Administrative Assistant, Administrative Associate, etc.)

**Direction Given:** Occasional monitoring and training of student employees.

**Minimum Requirements:**

Requires six months of coursework beyond high school and one year of related experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of accounting, bursar and purchasing procedures and techniques; knowledge of standard office equipment and procedures; knowledge of computer and office applications; basic math skills, oral communication skills; ability to work with people with diverse backgrounds.

**Working Conditions:**

Periodic assignments given which entail dealing with modestly unpleasant physical conditions such as near continuous use of computer.