
Functional Title: Accounting Assistant, Senior **Job Code:** 0002-CS393
Classification Series: Accounting/Bookkeeping **Band/Zone:** F2
Department: Accounting, Accounts Payable, Bursar & Purchasing **FLSA:** Non exempt
Date: December 2008

General Function:

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

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Provide routine and non-routine information regarding Accounting, Accounts Payable, Bursar and Purchasing processes, following standard procedures with basic interpretation of policies.
- 2) Maintains complete, accurate, and up-to-date files and databases in one or more functional areas; e.g. billing and payments of vendors, university purchases, student accounts, etc. Assist with testing system upgrades.
- 3) Processes, posts and reconciles financial information; e.g. requisitions, vouchers and invoices, balancing cash deposits. Retrieves, interprets and/or analyzes data; provides reports.
- 4) May perform a variety of clerical tasks including maintaining an inventory of supplies, data processing, opening and sorting mail, and delivering financial material to another office.
- 5) Performs various basic to intermediate administrative tasks; provide assistance with projects as needed.

Reporting Relationships:

Direction Received: Reports to head or assistant head of an administrative unit (i.e. Director, Associate Director, Assistant Director, Manager, Assistant Dean, or Administrative Assistant).

Direction Given: Occasional monitoring and training of student employees

Minimum Requirements:

Requires nine months of coursework or training beyond high school and eighteen months 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; business 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 situations such as near continuous use of computer.
