

## Accounting Assistant

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### **DEFINITION**

This is an entry level accounting position, requiring basic accounting skills. Work involves routine transaction analysis, data entry and associated administrative functions.

Responsible for the application of accounting principles and practices in maintenance and updating of financial records within the limits of an established accounting system and well-defined office procedures. The work performed by employees in this class tends to be routine and repetitive in nature.

Judgment needs to be exercised in the performance of work, subject to periodic checks by the immediate supervisor.

### **TYPICAL DUTIES\***

Checks and reviews a variety of system generated reports, financial documents and statements; assists in preparing reconciliations to the general ledger for accounts/deposits; creates and processes journal entries to correct errors; and prepares periodic, month-end and year-end worksheets.

Timely processing of invoices, checking for the presence and adequacy of supporting documents; posts to individual account records and general ledger; and, prepares/processes required documentation for services provided to and from the Corporation.

Maintains subsidiary ledger accounts of receipts and expenditures according to established accounting classification. Posts charges and receipts to account classification. Posts charges and receipts to accounts receivable ledgers; prepares deposit slips for money received; and makes periodic reports of the status of such accounts according to prescribed methods.

Assists in the maintenance of the accounts payable and receivable ledgers by: checking invoices, requisitions, accounts, orders and the distribution of charges; and preparing monthly and annual summaries.

Gathers and compiles the financial details for a wide variety of requirements.

Provides information on actions taken and answers inquiries as to the status of invoices and payments.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Basic knowledge of accounting and administrative procedures and regulations.

Limited knowledge of computer based financial systems, procurement spreadsheets, database, and other business applications commonly used in the delivery of financial services.

Ability to maintain, verify, expedite and resolve accounting matters in accordance with established policies/procedures.

Ability to handle large volumes of transactions.

Ability to deal courteously with the public, making decisions within established policies/procedures.

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Ability to function in a customer focused service environment.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

A recognized accounting certificate and one (1) year of experience in an office environment.  
Demonstrated competency in the use of spreadsheet and word processing applications.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1345		1346	
Last Updated:	1998-12			
Previous Updates:				
Originated:				