Title College Accounting Assistant

Title Code 04800 Annual (Full-Time)

FLSA Status Non-Exempt

Date Issued April 2, 2007

General Duties and Responsibilities

Under direct supervision, performs bookkeeping, clerical, and sub professional work of ordinary difficulty and responsibility related to college accounting. Such work may be performed utilizing computers and related technology.

There are two Assignment Levels for this position. All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

Qualification Requirements

**ASSIGNMENT LEVEL**

**LEVEL 1**
A high school diploma or its equivalent, plus

- An associate degree from an accredited institution of higher education, **AND** One (1) year of full-time bookkeeping, figure clerk, account clerk, or similar experience, **OR**
- A comparable combination of experience and education.

Demonstrated English language proficiency (ability to speak, read, write and understand English well enough to meet job requirements).

**LEVEL 1A**
A baccalaureate degree from an accredited institution of higher education, including or supplemented by at least eighteen (18) credits in accounting and at least six (6) credits in data processing, computer science, finance, banking, economics, taxation, statistics, or similar courses.

Direct Lines of Promotion

From: None To: College Accountant (04801)
## General Work Tasks

### Assignment Level 1
- As instructed, maintains financial records of contracts, appropriations, allocations, authorizations, and payments and assists in maintaining ledgers of accounts and in performing reconciliations.
- As instructed, examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data and records and assists in audit functions.
- As authorized, receives remittances and payments; makes appropriate disbursements or refunds; keep logs and issues pertinent receipts.
- Assists in processing invoices, vouchers, claims, statements, bills, etc.
- Perform various calculations and computations, as directed.
- Perform other related duties, such as generating reports and producing checks and other financial documents, as required.

### Assignment Level 1A
This assignment level is only for College Accounting Assistants who have achieved the minimum qualification requirements for the title College Accountant, Level 1, but have not been reassigned to duties in that title.