

ACCOUNTING ASSISTANT

CLASSIFICATION: Hourly, Full or Part Time

DEFINITION

This work involves serving as assistant to the Accountant. The position is responsible for performing assigned book keeping and accounting duties as they relate to financial transactions, maintenance of accounting systems, payroll procedures, preparation of reports and analyses, and computer operations. Does related work as required.

EXAMPLES OF WORK PERFORMED: (Illustrative Only)

- Coding invoices, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system.
- Matches the corresponding purchase orders to incoming invoices with all supporting documentation.
- Investigates and resolves problems associated with processing of invoices
- Prepare check run, process checks and send to vendor
- Assists with monthly and quarterly status reports
- Files, maintains, and distributes accounting documents, records and reports.
- Performs other duties as required to support Accounting Department

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Familiarity with principles and practices of general accounting, including fund accounting.

Ability to make arithmetical computations with speed and accuracy.

Ability to maintain books and ledgers and prepare detailed reports from varied accounting information.

Ability to understand and follow instructions.

Ability to operate in a modern office environment and comfortable using computers.

Ability to establish and maintain effective working relationships with agency employees.

DESIRABLE QUALIFICATIONS

Associates Degree or graduation from an accredited high school with related experience.

Knowledge and experience in Word Processing Spreadsheets and Data Base Management.