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| TITLE: <u>Accounting Assistant</u>                   | SALARY<br>SCHEDULE: <u>Staff</u> | CLASS<br>CODE: <u>SA402</u> |
| UNION: <u>Staff Association – Local 2071, U.A.W.</u> | SALARY<br>GRADE: <u>4</u>        | EEO<br>CODE: <u>40</u>      |
|  | FLSA: <u>Non-Exempt</u>          | E-CLASS: <u>SA</u>          |

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**POSITION PURPOSE**

Perform a variety of complex clerical and bookkeeping work, applying accepted procedures in the preparation, processing and reporting of accounting activities and related financial accounts and records for a School, College, Division or Center/Institute of the University. Some specialized technical knowledge of bookkeeping practices is utilized in support of work activities.

**ESSENTIAL JOB FUNCTIONS**

- Prepare and compile statistical data for budget planning. Provide assistance in the development of budget proposals and projections. Review, verify and analyze accounting reports and various other statistical records and listings.
- Review and process revenues and expenditures. Maintain cost system allocating expenditures to accounts in accordance with established procedures, e.g. special payment authorization (SPA), requisitions, travel documents, etc. Commit and encumber funds to financial accounting system for all expenditure documents. Prepare payment invoices; process vendor vouchers; prepare listings of outstanding bills payable.
- Post journal, ledger or voucher books of accounts from supporting data. Review personnel and payroll documents and reconcile various grant and general fund accounts. Establish accounts; review, process and arrange budget transfers for grant and general fund accounts. Receive and verify reports reflecting account status; prepare summary sheets for use in preparation of comprehensive financial statements.
- Prepare payroll and verify resulting printouts. Receive and review bi-weekly timesheets. Distribute checks for payroll, stipend, travel advance, honorarium, reimbursement and financial aid situations. Track and monitor receivables; audit gifts; prepare appropriate reports and analyses of comparative statistical data.
- Serve as resource regarding interpretation of statistical reports, established University guidelines and regulations, e.g. APPM, FMS/BAR, etc. Resolve problems and answer questions as they arise with lenders, agencies and/or general public.

- Provide functional supervision to a small number (1-3) of accounting, clerical and student support personnel. Train in methods and procedures. Assign and review work activities.
- Perform routine miscellaneous clerical work as needed. Maintain records and file system. Operate standard office machines and equipment, e.g. calculator, typewriter, etc.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification is designed to perform complex clerical and bookkeeping duties which necessitate some specialized knowledge of bookkeeping theories and practices and intermediate accounting procedures. Work activities involve thinking within well defined procedures and/or precedents. The level of freedom to act or accountability is subject to standardized practices, procedures and supervisory review. Functional supervision may be provided over a small number (1-3) of clerical or student personnel. This classification is generally located in the Division of Fiscal Operations or designated personnel and fiscal areas of responsibility in a School, College, Division or Center/Institute of the University. This classification reports to and receives work direction from a professional Accountant, administrative or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience. Some business school or College coursework preferred.
- Reasonable coursework in bookkeeping.
- Reasonable experience and familiarity utilizing the Financial Management System (FMS/BAR) at the University.
- Reasonable knowledge of and experience applying University policies, procedures and regulations.
- Ability to operate standard office equipment.
- Ability to type with speed and accuracy and data entry skills may be required.
- Strong organizational skills; keen attention to detail.
- Ability to communicate effectively with others.
- Ability to work within established deadlines and in pressure situations.
- Ability to make mathematical computations accurately.
- Some supervisory experience preferred.
- Typically, incumbents have held positions as Accounting Clerk, Office Clerk and/or Secretary.