

ACCOUNTING ASSISTANT JOB FAMILY POSITION LEVEL DESCRIPTIONS

The accounting assistant job family includes three position levels. Each position level includes the duties of every lower position level in the job family. All Accounting Assistants are required to have knowledge of, and ability to use applicable computer hardware and software.

Below are descriptions of these position levels.

Accounting Assistant 1 (salary grade 3)

An accounting assistant 1 performs duties under direct supervision and within well established guidelines. He or she processes routine accounting transactions related to the payment and receipt of money, and records transactions.

Typical duties may include posting and balancing debit and credit entries; performing arithmetic calculations; maintaining and reconciling financial records; monitoring student accounts and applying loan credits; processing cash advances; responding to inquiries from students and parents, and vendors; entering data; answering questions from within the departmental and from student and parents; and processing payments in accordance with established procedures.

Accounting Assistant 2 (salary grade 4)

An accounting assistant 2 performs duties with less supervision than an accounting assistant 1 and that involve more analyses and problem solving. In addition to the work performed by an accounting assistant 1, the typical duties of an accounting assistant 2 may include compiling documents; preparing reports and reconciliations and verifying their accuracy; performing collection activities; disbursing loan credits; and making adjustments to credit reports.

Accounting Assistant 3 (salary grade 5)

An accounting assistant 3 performs the kind of work performed by accounting assistants 1 and 2 but is classified as an accounting assistant 3 if he or she performs this work with limited supervision and his or her regular duties also include:

1. Directing the work of one or more accounting assistants 1 or 2;
2. Conducting projects and performing complex financial analyses that require extensive knowledge of college procedures and systems.

