



**Job Specification**

**Job Title: Accounting Assistant, Senior**  
**BCAT Code: 510X AC**  
**Pay Grade: G10**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Performs advanced clerical accounting functions to include maintaining, processing, and auditing accounting expenditures, correspondence, checks, files, and information systems.

**Examples of Duties**

- Processes payments, voids, and adjustments.
- Prepares and maintains correspondence and invoices.
- Maintains checks, files, records, and reports.
- Audits checks, files, records, and reports.
- Trains accounting assistant staff and/or student assistants.
- Distributes accounting documents and runs reports.
- Maintains and updates accounting records.
- Enters basic general journal entries.
- Performs other advanced clerical accounting duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of basic clerical accounting practices.
- Knowledge of automated accounting systems.
- Knowledge of basic computer operation and software (spreadsheets).
- Ability to pay attention to detail, perform mathematical operations, and use a calculator.
- Effective time management skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

A high school diploma and three years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*