



Job Specification

Job Title: Accounting Assistant
BCAT Code: 510X AA
Pay Grade: G08

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

General Description

Performs various accounting/clerical duties for an office, college or department depending on area of assignment.

Examples of Duties

- Maintains accounts payable and accounts receivable books for the department.
- Ensures prompt payment of departmental bills.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Assists credit union members with financial transactions such as savings deposits and withdrawals, loan advances and payments, purchase of money orders and travelers checks, and check cashing.
- Balances and documents daily cash receipts; balances cash drawers and individual accounts.
- Verifies and posts details of business transactions, such as funds received and disbursed.
- Contacts persons with regard to problems with various accounts such as late payments or overdrawn accounts, stop payments and bounced checks.
- Computes and records charges, refunds, etc.
- Solves problems associated with vendors regarding shipments, billing and statements.
- Prepares purchase requisitions; types vouchers, invoices, checks and other items.
- Opens new checking and savings accounts.
- Assists with loan work-ups and interest calculations.
- Monitors payroll deductions and prepares requests for Human Resources.
- Assists with summarizing monthly account activity and generates reports.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic computer operation and software, including spreadsheet and word processing applications.
- Knowledge of basic principles and practices of accounting.
- Some knowledge of GSU accounting standards.
- Knowledge of office practices and procedures.
- Ability to perform mathematical computations with accuracy.
- Ability to operate calculator.
- Ability to operate a ten key adding machine.

Minimum GSU Hiring Standards

High school diploma or GED and two years experience in an accounting environment; or successful completion of two college level accounting courses; or a combination of education and experience. Must be bondable for some positions.

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.