



## Accounting Assistant

Business and Financial Services

BFS/5

### JOB SUMMARY

This position provides accounting and customer service support for office operations.

### MAJOR DUTIES

- Receipts tuition payments to Banner accounts.
- Answers telephones and greets visitors; provides information and assistance to students and parents.
- Collects and posts funds to student Blackboard accounts.
- Receipts deposits from campus clubs and organizations.
- Issues receipt books to clubs and organizations to aid in keeping accurate records; maintains related logs.
- Issues petty cash for personnel for job-related purchases; maintains daily log of petty cash issued.
- Reviews financial packets.
- Assists with entering check request information as needed.
- Maintains record of housing application fees.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of generally accepted accounting principles.
- Knowledge of college policies and procedures.
- Knowledge of computers and job related software programs.
- Skill in the provision of customer services.
- Skill in decision making and problem solving.
- Skill in the completion of a variety of reports.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Business Services Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the Business Office Procedures Manual and college and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related accounting and customer service duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to provide accounting and customer service support for office operations. Success in this position contributes to the efficiency and accuracy of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, faculty, staff, students, parents, bank personnel and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.