

TITLE: <u>Sr. Accounting Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA422</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY GRADE: <u>7</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Oversee and perform a variety of complex clerical and advanced bookkeeping work, applying accepted methods and procedures in the preparation, processing and reporting of financial transactions and the maintenance of detailed accounts and records. Some specialized technical knowledge of advanced bookkeeping is necessary in support of work activities.

ESSENTIAL JOB FUNCTIONS

- Compile and process monthly billings for revenue generating services; prepare billing records using tapes to generate appropriate billing reports. Prepare and process payrolls. Monitor and/or maintain petty cash fund.
- Provide assistance in the development of budget proposals and projections. Prepare and maintain accounting and financial reports for a variety of general and grant fund accounts. Compile, analyze and prepare statistical data for budget planning. Prepare, review and process grant and general fund financial documents.
- Reconcile bank accounts and statements. Prepare subsidiary journal vouchers for all bank accounts. Compile checks for bank deposits and deposit in appropriate account. Monitor and maintain petty cash fund.
- Review and process revenues and expenditures. Allocate expenditures to accounts following established procedures. Commit and encumber funds to financial accounting system for all expenditure documents. Prepare appropriate University forms and paperwork for vendor payment and processing of invoices.
- Compile statistical data; prepare special financial and accounting reports, e.g. project revenues, project costs, budget projections, etc. Maintain department activity logs and productivity reports.
- Serve as resource regarding interpretation of financial accounting documents and procedures, established University policies and outside agency guidelines, e.g. APPM, FMS/BAR, etc. Review and audit financial documents submitted; understand payroll, purchasing and disbursement procedures to identify errors and discrepancies in paperwork; resolve problems and contact appropriate University personnel.
- May provide functional supervision to a small number (1-3) of accounting, clerical and student support personnel. Assign, monitor and review work activities. Train in appropriate financial methods and procedures.

- Perform general office functions. Maintain records and file systems. Operate standard office machines and equipment, e.g. calculator, typewriter, computer terminal, etc. Order and maintain supplies and equipment inventory. Schedule meetings and appointments as needed. Prepare appropriate University forms and paperwork.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This senior classification level is designed to oversee and perform complex clerical and advanced bookkeeping work routines which necessitates some specialized knowledge of bookkeeping practices. Work activities involve thinking within well defined somewhat diversified procedures and/or precedents. The level of freedom to act or accountability is subject to standardized practices and procedures and general work instructions. The incumbent is expected to have considerable knowledge of and experience applying University accounting procedures to review and audit financial documents completed by others and to prepare a variety of internal and external final reports. Functional supervision may be exercised over a small number (1-3) of clerical and student support 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 college coursework in accounting or business administration preferred.
- Considerable coursework in bookkeeping.
- Considerable experience and familiarity with the Financial Management System (FMS/BAR) at the University.
- Considerable knowledge of and experience applying University policies, procedures and practices.
- Considerable knowledge of payroll, purchasing and disbursement procedures.
- Strong analytic and problem solving skills.
- 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 operate standard office equipment.
- Ability to detect errors and discrepancies.
- Ability to prepare detailed financial reports.
- Some supervisory experience preferred.
- Typically, incumbents have held positions as Accounting Assistant, Accounting Clerk, Office Clerk or Secretary.