

## AgriLife Classification Description

Last Updated: 4/17/02

0100  
ACCOUNTING ASSISTANT I  
11/01/01

### *SUMMARY*

**General Description:** Performs bookkeeping and accounting tasks in maintaining fiscal records for a department or within a fiscal office.

### *DUTIES*

**Typical:** Audits a variety of accounting documents, including invoices, travel expense claims, and payrolls; checks the correctness and completeness of identifying information and supporting documents; prepares statements summarizing the justification for travel requests and vouchers; posts, manually or electronically, debits and credits to individual account records and to ledger records of accounts; prepares invoices for billing; allocates costs on the basis of predetermined ratios and formulas; maintains general and subsidiary records according to established account classifications; posts entries from supporting records, making adjusting entries, balancing against other records, and preparing periodic reports reflecting those records; posts receipts and vouchers and credits and debits accounts according to double entry bookkeeping methods; makes periodic reports on the status of these accounts according to prescribed methods; receives cash, issues receipts, and records payment of transactions; prepares journal vouchers, cash receipts vouchers, and other covering documents effecting transfer of funds, either physically or as basis of a record of transfer; performs a variety of clerical tasks, including sorting records alphabetically and numerically; proofreads documents; composes and writes letters of a stereotyped character to request additional information or to provide formal notification of actions taken; answers inquiries as to the status of budgetary allotments and invoices and payments; performs related duties as required.

### *SUPERVISION*

**Received:** General instruction from department head or other supervisor and periodic review through normal auditing procedures.

**Given:** Detailed initial instruction and occasional review to lower level clerical employees.

### *EDUCATION*

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Business training or college level courses in accounting.

### *EXPERIENCE*

**Required:** One year in bookkeeping.

**Preferred:** Two years in maintenance and processing of fiscal records.

### *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Ability to use standard office equipment and personal computers.