

AgriLife Classification Description

Last Updated: 4/17/02

0101
ACCOUNTING ASSISTANT II
11/01/01

SUMMARY

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

DUTIES

Typical: Supervises a group of subordinate accounting assistants and clerical workers in preparing and processing payroll and expense accounts, in maintaining accounts for departmental budgets, and in maintaining records of budgetary controls; supervises and participates in the maintenance of accounts receivable and accounts payable records; prepares profit and loss statements, balance sheets, and other financial records and reports; makes trial balances and closing entries in a unit which is largely or wholly self-supporting; maintains departmental payroll, personnel, and personal service budget control records of regular and miscellaneous payroll employees; checks appointment forms, invoices, and other documents and enters data on journal ledgers or card records; supervises and participates in the audit of purchase orders and requests; audits travel vouchers for compliance with state rules; examines and audits pay requisitions and follow-ups and resolves discrepancies between orders and invoices; prepares special and regular accounting reports involving a thorough knowledge of original entries and accounting system records; 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 instructions and periodic review to Accounting Assistants I and 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: Two years in bookkeeping.

Preferred: Additional supervisory and general office experience.

KNOWLEDGE, ABILITIES AND SKILLS

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