

AgriLife Classification Description

Last Updated: 4/17/02

0102
ACCOUNTING ASSISTANT III
11/01/01

SUMMARY

General Description: Supervises and performs advanced fiscal and clerical tasks in maintaining accounting records.

DUTIES

Typical: Acts as liaison between the accounting section and the fiscal administrator or accountant; assumes designated duties of fiscal administrator or accountant in their absence; analyzes financial data and compiles financial reports; checks fiscal documents, closes books and performs audits in this area; trains, supervises, and coordinates work of bookkeeping and accounting clerical personnel; locates and corrects problems in records kept by other employees; acts as a liaison between the accounting section and project administrators, faculty members, outside agencies, and fiscal office personnel; provides advice and compiles data for budget preparation; drafts routine correspondence; evaluates, modifies, and applies fiscal procedures; audits purchase vouchers for accuracy and for compliance with the state purchasing regulations and policy; performs related duties as required.

SUPERVISION

Received: General instruction from fiscal administrator of a Texas A&M University System component or large department and periodic review through normal auditing procedures.
Given: Detailed initial instruction and periodic review to Accounting Assistants I and II and clerical employees.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.
Preferred: Completion of business school or college level courses in accounting.

EXPERIENCE

Required: Three years in bookkeeping, accounting, or recording fiscal transactions.
Preferred: Additional supervisory experience and accounting experience within the Texas A&M University System.

KNOWLEDGE, ABILITIES AND SKILLS

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