

Job Title	Accounting Assistant I
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

The Accounting Assistant I, under supervision, performs general bookkeeping and accounting tasks for assigned department or office.

Essential Duties and Responsibilities

- Processes financial transactions and enters data into database systems.
- Posts, manually or electronically, debits and credits to individual account records and to ledger records of accounts.
- Prepares invoices for billing.
- 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.
- Verifies, changes, and retrieves financial data.
- Provides customer service and answers inquiries.
- Performs general office duties such as copying, faxing, and mailing.
- Maintains files and records.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – High school diploma or equivalent combination of education and experience.

Experience – No prior experience required.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	