

<b>Job Title</b>	Accounting Assistant II
<b>Job Code</b>	
<b>Exempt Status</b>	Non-Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

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

### **Essential Duties and Responsibilities**

- Reviews and reconciles departmental accounts.
- Prepares profit and loss statements, balance sheets, and other financial records and reports.
- Makes trial balances and closing entries.
- 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.
- Participates in the audit of purchase orders and requests.
- Answers general accounting questions.
- Provides guidance to Accounting Assistants and student workers.

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* – Two years of related experience in bookkeeping.

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications. Knowledge of financial transactions.

*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**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	