

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

Job Summary

The Accounting Assistant III, under general supervision, performs advanced fiscal and clerical tasks in maintaining accounting records for assigned department or office.

Essential Duties and Responsibilities

- Processes vouchers and invoices.
- Analyzes financial data and compiles financial reports.
- Checks fiscal documents, closes books, and performs audits.
- Trains and provides guidance to bookkeeping and accounting clerical personnel.
- Locates and corrects problems in records kept by other employees.
- Provides advice and compiles data for budget preparation.
- Serves as liaison between assigned departments.
- Resolves problems with vendors regarding departmental accounts.

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 – Four years of related experience.

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

Ability to – Ability to multitask and work cooperatively with others. Ability to analyze financial information. Ability to work with sensitive information and maintain confidentiality.

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:	