

JOB TITLE	LEVEL	GRADE	JOB. NO.
Assistant Accountant I	E-4	5	101

### DEFINITION

Employees in this class are responsible for the detailed operation of the bookkeeping processes.

Work involves maintaining control accounts, helping prepare special financial reports and statements, and performing with limited supervision the auditing of fiscal transactions and records. Employees work with some degree of independence but receive instructions and confer with supervisor on matters of policy and deviations from established procedures.

### EXAMPLES OF WORK PERFORMED

*(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)*

- ◆ Maintains student accounts receivable records such as posting payments and necessary adjustments.
- ◆ Maintains cash receipts records; credits receipts to proper accounts.
- ◆ Responsible for billing of accounts receivable and collecting of these accounts. Reconciles accounts to accounting records.
- ◆ Keeps accounts including control and subsidiary ledgers covering varied financial transactions; classifies and indexes all entries.
- ◆ Reconciles bills, requisitions, purchase orders and invoices; makes payments for various expenses.
- ◆ Participates in the preparation of monthly, semi-annual, and annual financial and expenditure reports; prepares special financial reports.
- ◆ Posts budgets on all funds for various departments.
- ◆ Operates a computer, scanner, or calculator as required.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Ability to perform detailed work with written or numerical data and to make mathematical calculations rapidly and accurately.
- ◆ Ability to prepare routine and proceduralized financial reports and statements.
- ◆ Knowledge of bookkeeping principles and practices.
- ◆ Knowledge of office procedures and familiarity with the use of standard office equipment.
- ◆ Effective oral and written communication skills.

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### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES *(CONTINUED)*

- ◆ Ability to keyboard at a minimum of *30 correct (net) words a minute*.
- ◆ Knowledge of written accounting (*Assistant Accountant Level I Exam*).
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

### QUALIFICATIONS

<b>Education:</b>	One (1) year of postsecondary education with a minimum of 15 semester hours in a business-related area.
<b>Experience:</b>	Two (2) years of work experience in accounting/bookkeeping or a related area.
<b>Personal Qualities:</b>	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.