

JOB TITLE	LEVEL	GRADE	JOB. NO.
Assistant Accountant II	E-3	04	102

### DEFINITION

This is advanced bookkeeping and minor supervisory work in the maintenance of fiscal records.

Work involves maintaining complex control accounts, helping prepare more difficult special financial reports and statements, and performing independent auditing of fiscal transactions and records. May supervise other clerks engaged in a variety of bookkeeping and office duties. Employees work with considerable independence in the more technical aspects of the work 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.
- ◆ Participates in the preparation of monthly, semi-annual, and annual financial and expenditure reports; prepares special financial reports.
- ◆ Maintains control records of receipts and expenditures; prepares operation and financial statements.
- ◆ Posts budgets on all funds for various departments.
- ◆ Advises, instructs, and trains new employees in the performance of bookkeeping duties.
- ◆ 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.
- ◆ Ability to plan, assign, review, and supervise the work of a small group of employees engaged in bookkeeping or clerical accounting operations.
- ◆ Knowledge of bookkeeping principles and practices.

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

- ◆ Knowledge of office procedures and familiarity with the use of standard office equipment.
- ◆ Effective oral and written communication skills.
- ◆ Ability to keyboard at a minimum of *30 correct (net) words a minute*.
- ◆ Knowledge of written accounting (*Assistant Accountant Level II 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>	Two (2) years of postsecondary education with a minimum of 15 semester hours in a business-related area.
<b>Experience:</b>	Five (5) years of work experience in accounting/bookkeeping or a related area, <i>with three (3) years of experience as Assistant Accountant I.</i>
<b>Personal Qualities:</b>	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.