



Position Title: Part-Time Accounting Assistant

Job Code: 8349

Reports To: Controller

Grade: CT

FLSA: Non-Exempt

Job Description:

This position assists the Controller in an ongoing capacity with reconciling various financial transactions and accounts including but not limited to financial assistance and/or miscellaneous banking activity

Duties & Responsibilities:

- Review various aspects of banking activity and reconciles accounts as directed
- Researches and investigates restricted account activity in accordance with grant, state, and/or Federal regulations
- Prepares miscellaneous monthly, quarterly, and/or annual financial reports
- Provides accounting related problem resolution to departments and/or public
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate degree and two (2) years related accounting work experience and knowledge of spreadsheets
- Possesses organizational and clerical skills, including computer application skills in Word, Access, Excel and Odyssey
- Possesses good interpersonal skills
- Ability to work independently with limited supervision
- Ability to interpret basic financial and accounting entries and transactions
- Ability to keep complex records, meets deadlines, assembles and organizes data
- Ability to make decisions in accordance with policies and procedures, and ability to complete tasks in a timely manner
- Ability to interact with the staff, faculty and students and work in a multiethnic/multicultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name