

ACCOUNTING SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3851	Accounting Assistant	04	350	6 mo.	01/15/2023
3852	Accounting Officer	04	350	6 mo.	01/15/2023
4651	Accounting Specialist	04	350	6 mo.	01/15/2023

Promotional Line: 311

Series Narrative

Employees in this series perform clerical accounting duties focused on data entry, maintaining accounts payable/accounts receivable, processing payments, payroll, and routines, in support of the maintenance of accounts and accounting records. The work covered by the various levels of this series ranges from simple, routine, and repetitive duties performed under general supervision to complex and highly diversified tasks performed under limited direction.

The duties may include: maintaining or posting records; screening, reviewing, verifying, and coding accounting transaction documents; verifying and examining accounting records; correcting errors in posting entries, computations, and balances; reconciling balances, records, and documents; preparing summaries, statements, and reports.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Accounting Assistant

3851

Employees at this level perform various tasks that require the application of judgment and initiative, a thorough knowledge of bookkeeping, and a basic knowledge of accounting practices. The employees work under the general supervision of a designated supervisor.

An Accounting Assistant typically:

1. reviews vouchers, requisitions, purchase orders, and other transaction documents for completeness, accuracy, availability of funds, appropriateness of transaction, and conformity to policies, procedures, and/or contractual agreements;
2. corrects transaction documents, which require revision of other documents or entries as well as the original; initiates other actions;
3. codes documents that require knowledge in determining the proper classification of expenditure codes;
4. prepares statements and reports that require computations (such as totals, sub-totals, or balances) and utilization from a variety of sources;
5. posts financial information to journals, registers, and ledgers; enters, stores, and retrieves data;

6. reconciles discrepancies by tracing transactions, checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepares correction documents as required;
7. participates in compiling and submitting departmental information for recordkeeping and/or reporting;
8. orders and inventories supplies and tracks orders and payments, as required;
9. assists in budgetary control by monitoring budgets and originating or verifying adjustments and transfers;
10. provides guidance and training to employees; serve as a resource of information for other departments, as required;
11. processes payments; verifies information;
12. performs other related duties as assigned.

Level II: Accounting Officer**3852**

Employees at this level perform highly complex duties that require independent judgment and initiative, extensive knowledge of bookkeeping procedures, and a working knowledge of accounting principles and practices. The employees work under the general supervision of a designated supervisor.

An Accounting Officer typically:

1. reviews invoices and statements, verifying information, ensure funds are available, and, if questionable, resolving with submitting unit, determining accounts involved, coding transactions, and processing material for application in the accounting system;
2. answers inquiries and provides information concerning invoices, outstanding balances, and/or payments;
3. performs complex coding where judgment, based on advanced knowledge, must be applied and/or serves as a resource for other staff;
4. posts financial information to journals, registers, ledgers, and other related records; makes adjustments, prepares trial balances, and reconciles accounts;
5. audits ledgers and accounts maintained by others;
6. researches and prepares stop payments;
7. prepares or assists in preparing financial statements or reports (such as cash flow, cash receipts, disbursement, sales, transfers, or accounts receivable);
8. reconciles reports from outside agencies and operating units by contacting units and researching causes of discrepancies, and taking action to ensure that accounts agree;

9. interprets and/or composes correspondence requiring knowledge of departmental regulations, procedures, practices, and policies;
10. participates in interviewing, training, and evaluating staff;
11. performs duties of the lower levels;
12. performs other related duties as assigned.

Level III: Accounting Specialist**4651**

Employees at this level serve as a lead for a functional area(s) and/or supervise assigned staff engaged in preparing, verifying, and maintaining various accounting and financial documents, records, and reports. The work is performed under the limited direction of higher-level personnel.

An Accounting Specialist typically:

1. serves as a lead worker and/or directs the day-to-day operations of the department to which assigned;
2. develops, recommends, interprets, and communicates operating policies and procedures relative to the department;
3. interviews, trains, and evaluates staff;
4. establishes, modifies, and/or supervises the maintenance of recordkeeping systems;
5. assists in the development of budgets and budget projections by assembling and presenting data;
6. assists in bank statement reconciliations;
7. prints, distributes, and files various forms and monthly reports;
8. performs duties of the lower levels;
9. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Accounting Assistant****3851**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. Any one or combination totaling **one (1) year (12 months)** from the categories below:
 - a. coursework in accounting, as measured by the following conversion table or its proportional equivalent:
 - 6 semester hours equals **one (1) year (12 months)**

- b. coursework in any discipline as measured by the following conversion table or its proportional equivalent:
- 30 semester hours equals **one (1) year (12 months)**
- c. work experience in bookkeeping, office support, or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of the application of basic bookkeeping methods and procedures.
2. Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, managing files and records, and other office procedures;
3. Skill in active listening and critical thinking.
4. Skill in time management.
5. Ability to communicate effectively as appropriate for the needs of the audience.
6. Ability to compare numbers and detect errors efficiently.
7. Ability to compile complex financial information.
8. Ability to make computations with speed and accuracy.
9. Ability to work independently and exercise good judgment.
10. Ability to make decisions in accordance with university and departmental policies, rules, and regulations.

Level II: Accounting Officer

3852

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. Any one or combination totaling **two (2) years (24 months)** from the categories below:
 - a. coursework in accounting, as measured by the following conversion table or its proportional equivalent:
 - 9 semester hours equals **two (2) years (24 months)**
 - b. coursework in any discipline as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals **one (1) year (12 months)**
 - Associate Degree (60 semester hours) equals **eighteen (18) months**
 - 90 semester hours equals **two (2) years (24 months)**

- c. work experience in bookkeeping, office support, or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge above the rudimentary understanding of bookkeeping practices and procedures and accepted accounting principles.
2. Knowledge of university and departmental policies, rules, and regulations.
3. Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, managing files and records, and other office procedures.
4. Skill in active listening and critical thinking.
5. Skill in time management.
6. Ability to communicate effectively as appropriate for the needs of the audience.
7. Ability to compare numbers and detect errors efficiently.
8. Ability to compile complex financial records and prepare routine financial reports or statements.
9. Ability to make computations with speed and accuracy.
10. Ability to work independently and exercise judgment.

Level III: Accounting Specialist

4651

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. Any one or combination totaling **two (2) years (24 months)** from the categories below:
 - a. coursework in accounting, as measured by the following conversion table or its proportional equivalent:
 - 9 semester hours equals **two (2) years (24 months)**
 - b. coursework in any discipline or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals **one (1) year (12 months)**
 - Associate's Degree (60 semester hours) equals **eighteen (18) months**
 - 90 semester hours equals **two (2) years (24 months)**
 - c. work experience in bookkeeping, office support, or closely related experience.
3. **Two (2) years (24 months)** work experience in bookkeeping, office support, or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge above the rudimentary understanding of bookkeeping practices and procedures and accepted accounting principles.
2. Knowledge of university and departmental policies, rules, and regulations.
3. Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, managing files and records, and other office procedures.
4. Skill in active listening and critical thinking.
5. Skill in time management.
6. Skill in compilation of complex financial records and the preparation of routine financial reports or statements.
7. Ability to communicate effectively as appropriate for the needs of the audience.
8. Ability to make computations with speed and accuracy.
9. Ability to work independently and exercise judgment.
10. Ability to supervise, set priorities, establish management objectives, and schedule work assignments.