



Job Classification Description

ACCOUNTING SPECIALIST I/CCV Non-Bargaining Unit

**Grade 7
Non-Exempt**

BASIC FUNCTION

To perform a variety of clerical and technical bookkeeping and accounting tasks, with a primary focus on basic computer data entry and manual record-keeping, document/check processing, account balancing and reconciliation, and routine report generation.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Perform basic accounts payable accounting tasks: review and match up requisitions and invoices; prepare invoices for payment; enter all invoice and reimbursement amounts into computer system; check invoice edits and correct errors; print checks to pay invoices and reimbursements weekly;
- Prepare manual checks for urgent matters as needed; route all checks with corresponding invoices to supervisor for verification; process interdepartmental charges; contact appropriate staff or outside vendors/contractors regarding questions or discrepancies, referring unusual problems to supervisor; assist in monthly accounts payable reconciliation and general ledger posting; file paid invoices; process travel advances; record voided checks on computer and bankbook register, and adjust totals.
- Perform basic student accounts receivables functions: assist in preparation and mailing of student bills; receive, verify and process payments; post billing adjustments to student accounts; clear students for pre-registration, registration, transcript release, and graduation; assist in billing overdue student accounts and preparation of accounts for collection; assist in preparation of interest reports, month-end closing reports, and the like;
- Answer a variety of routine questions from students and parents concerning bills, referring unusual problems/questions to senior staff.
- Perform cash receipts accounting tasks: record all cash and check receipts manually and/or in computer ledgers under proper account numbers;
- total account receipts daily;

- Prepare bank deposits, and balance deposit records with general ledger; enter daily deposits in bank books;
- Assist and back up other accounting staff as needed with data entry, filing, and similar tasks.
- Perform a variety of routine clerical tasks for the accounting office, such as sorting and distributing mail, answering phones, general typing, photocopying, ordering supplies, and the like.
- Assist on various special projects.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Direct to moderate supervision is received from the Assistant Business Manager, Business Manager or other senior staff member.

MINIMUM QUALIFICATIONS

High school education plus two to three years of college-level training or work experience in accounting or bookkeeping, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Familiarity with general accounting/bookkeeping principles and procedures.
- Good math skills.
- Some relevant training/experience with data entry and information retrieval from computerized information systems desirable.
- Good typing, filing and other general office skills.
- Ability to deal courteously and efficiently with vendors, faculty, staff and students.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.