Job Description - Accounting Assistant

Position Title: Accounting Assistant

Job Family: Financial

Pay Grade: 35

Position Number: #48.1

General Summary:

Processes and records routine accounting transactions.

Selects correct accounts; posts, verifies, and balances debit and credit entries.

Performs arithmetic calculations.

Maintains records through filing, retrieval, retention, storage, compilation, coding, updating, and purging.

Operates computer to enter data into spreadsheet and/or database.

Operates office equipment such as photocopier, fax machine, and calculator

Scope of Responsibility:

Knows the policies, procedures, and practices necessary to conduct the normal function of a specific section, unit, or work area. Is aware of the role of the position and its potential impact on the working unit.

Decision Making:

Carries out duties and responsibilities with limited supervision. Makes decisions and establishes work priorities on essentially procedure-oriented operations.

Authority:

Does not direct the activities of staff or a function.

Communication:

Exchanges routine information in an appropriate manner.

Education:

Required: High School Diploma or GED
Experience:

Six months work experience required. One year office clerical experience preferred. Additional education may be substituted for experience. Computer experience preferred.

Certification:

Required: No Requirements

Physical Requirements:

Sitting in a normal seated position for extended periods of time

Reaching by extending hand(s) or arm(s) in any direction

Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard

Communication skills using the spoken word

Ability to see within normal parameters

Ability to hear within normal range

Ability to move about

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

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