



## Finance Job Function

# Accounting Assistant II

Grade 48

### Summary

Performs a variety of moderately complex office/accounting duties to process and maintain accounting records both manually and by computer. Supervisor may determine work priorities and review completed work for accuracy.

### Typical Duties

1. Reviews accounts, records, reports, journal vouchers, ledgers and other accounting documents for accuracy, adequacy, reasonableness and other proper accounting treatments.
2. Investigates questionable entries and initiates or takes remedial measures.
3. Assists in the preparation and analysis of various financial reports, requiring the selection and interpretation of data with the use of computer software.
4. Contributes to unit goals by accomplishing related duties as required.

### Typical Requirements

*Education:* High school graduate or equivalent with some course work in accounting preferred.

*Skills and Experience:* One to two years of related experience. Computer experience required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.