



## Finance Job Function

# Accounting Assistant IV

## Grade 52

### Summary

Performs diverse and complex accounting and office support duties. Typically works with computerized systems and software. May work more independently and coordinate a particular area of fiscal activity.

### Typical Duties

1. Organizes and implements accounting/record keeping systems and procedures and performs accounting duties to effect procedures.
2. Analyzes complex financial reports and records to assure compliance with established systems and regulations and recommends or takes corrective action.
3. Prepares timely and complex financial reports that require the selection and interpretation of data.
4. Serves as principal source of information to faculty, staff and other customers on established fiscal policies and procedures within area of responsibility.
5. Reviews financial data and takes appropriate action according to specific guidelines or accounting procedures, and initiates or takes remedial measures.
6. Recommends changes and new procedures in the accounting system.
7. May ensure the smooth day-to-day flow of work and communications within the unit.
8. May prepare various payrolls.
9. May balance and reconcile accounts.
10. Contributes to unit goals by accomplishing related duties as required.

### Typical Requirements

*Education:* Accounting courses beyond high school preferred.

*Skills and Experience:* Three or more years of related experience. Computer competency requiring word-processing, spreadsheet and database software knowledge and experience.

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.