



## Finance Job Function

# Accounting Assistant V

## Grade 53

### Summary

Performs diverse and complex accounting, customer service, and office support duties. Typically works with computerized systems and software. Works independently with minimal supervision. updates supervisor on status of projects. Coordinates a particular area of fiscal activity. may assist in training, scheduling, and distributing work of other staff members, students, casuals and temporary workers.

### Typical Duties

1. Provides guidance to customers on appropriate financial processes and assists in problem resolution.
2. Serves as principal source of information on established financial policies and procedures and advises faculty, students or staff on existing options or alternatives.
3. Manages accounting/record keeping systems and procedures and performs accounting duties to effect procedures.
4. Analyzes complex financial reports and records to assure compliance with established systems and regulations and takes corrective action.
5. Prepares timely and complex financial reports that require the selection and interpretation of data.
6. Reviews financial data and takes appropriate action according to specific guidelines or accounting procedures, and initiates or takes remedial measures.
7. Recommends changes and new procedures in the accounting system.
8. Ensures the smooth day-to-day flow of work and communication within the unit, prepares various payrolls, balances and reconciles accounts.
9. Contributes to unit goals by accomplishing related duties as required.

### Typical Requirements

*Education:* Accounting or Business training beyond high school background preferred.

*Skills and Experience:* Three or more years of related experience. Education beyond high school may count toward experience. Appropriate communication skills required. Ability to work independently with minimal supervision. Ability to handle complex and confidential information with discretion. Computer competency requiring word-processing, spreadsheet and database software knowledge and experience. may be tested on appropriate computer skills as 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.