



Finance Job Function

Accounting Assistant III **Grade 50**

Summary

Performs a variety of standard posting, calculating, and verifying duties to maintain accounting records. Work under close supervision, according to established procedures and with regular review.

Typical Duties

1. Summarizes and posts data to journals, ledgers and other accounting records.
2. Totals and balances accounts.
3. Checks and verifies records, recommending necessary action to resolve discrepancies.
4. Prepares invoices and statements.
5. Compiles periodic or special accounting reports.
6. Processes as complete set of transactions in a special phase of accounting such as accounts receivable or accounts payable.
7. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: High school graduate or equivalent.

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.