

Job Specification

ACCOUNTING ASSISTANT

(ALL JURISDICTIONS)

DEFINITION

Under direction performs preliminary accounting work involved in preparing financial records and in maintaining an accounting system; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Under close supervision, performs preliminary and routine accounting work involved in auditing accounts.

Make routine inspections of varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed.

May assist in compiling financial and other statements and reports using basic data.

Make preliminary investigations, examinations, and audits of books and financial records, and assists in the preparation of reports.

May assist in preparing routine accounting and statistical tabulations.

Performs preliminary work involved in auditing and recording expense invoices, and assists in the preparation of audits and edits, reports of cost, and other financial summaries and statements.

May assist in preparing routine accounting reports.

Maintains records and files

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Satisfactory completion of at least sixty (60) semester hour credits at an accredited college or university including a minimum of twelve (12) semester hour credits in accounting courses.

NOTE: Satisfactory completion of twelve (12) semester hour credits in accounting courses at an accredited college or university and two (2) years of experience in phases of auditing

and accounting operations may be substituted for the required education.

NOTE: In local government, possession of a valid certificate as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services, may be substituted for the educational requirement.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the work involved in the general fields of accounting and auditing.

Ability to learn principles, procedures, and techniques used in accounting work and to apply these to specific situations.

Ability to perform mathematical computations accurately and with reasonable speed.

Ability to learn various business machines commonly used in accounting and auditing work.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.