Accounting Support Assistant

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**Job Code:** FINBUSACCSUPTAS1  
**Job Series:** 27111  
**Pay Grade:** CA&P|11|  
**FLSA Category:** NON-EXEMPT

**Job Family**

**Finance and Business:** Provides the University with critical information regarding the University’s operational, financial, and academic performance. Manages and ensures the financial compliance of the University’s finances. Prepares University budgets. Assists leadership in strategic planning. Prepares required reports for external parties.

**Sub Family**

**Accounting Support:** Supports the organization’s accounting functions. Maintains up-to-date and accurate records of daily transactions, accounts receivable, accounts payable, inventories, payroll, and various other records.

**Job Responsibilities**

- Serves as the initial contact for customers, including students and families. Guides and assists customers with routine questions.
- Performs a small number of finance and business activities according to established procedures.
- Receives, posts, and deposits student fees and other income to appropriate accounts. Calculates and balances incoming cash daily and maintains proper documentation related to payments and accounts. Updates records and systems.
- Coordinates bank runs and requests. Verifies cash from the bank and other departments.
- Calculates daily payments and reconciles with cashiering system

**Role**

- Reflects most common entry point for this career track.
- Performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities following a defined standard output or set of procedures. May schedule and/or check the work of students.
• Work is closely supervised with limited opportunity for independent action or decision making. Exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards.
• Work consists of tasks that are routine, or well-defined, with specific instructions to achieve standards.

Requirements
Knowledge of finance and business basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and no minimum work experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.