

MASTER SPECIFICATION

JOB INFORMATION

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| Date: | 6/29/2017 1:30:01 PM |
| Official Title: | Assistant Accountant Master |
| System Affiliation: | |
| Employee Category: | |
| Pay Grade: | Pay Grade 3 |
| Scheduled Hours | |
| Job Code: | 553151 |
| Job Family: | Finance & Accounting |

JOB SUMMARY

The Assistant Accountant performs a variety of technical accounting and/or auditing work, which requires the application of accounting theory and practices.

NATURE OF WORK

The Assistant Accountant is responsible for performing accounting functions in helping to prepare financial reports and in examining, analyzing, and interpreting accounting records and financial information in order to advise management and high-level Accounting staff. Job responsibilities require a working knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP). Work is performed under limited supervision, working from established policies and objectives. Problems faced in this position are varied and occasionally ill-defined, requiring investigation and/or research of precedents. Decisions and recommendations made involve non-routine situations within established protocol, guidelines, and/or policies. Errors could easily result in moderate costs and inconveniences within the affected area.

Distinguishing Characteristics

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

| Education Level | Field of Study | Req | Pref | And/Or |
|--------------------|----------------|-----|------|--------|
| Associate's Degree | | X | | |

Work Experience

| Experience | Experience Details | Req | Pref |
|------------|--------------------|-----|------|
| 1-2 years | Related experience | X | |