Georgia State University

Job Specification

Job Title: Accounting Assistant, Senior

BCAT Code: 09TU02  Effective Date: April 1, 2007
Pay Grade: G10  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs advanced clerical accounting functions, such as maintaining, processing, and auditing accounting expenditures, correspondence, checks, files, and information systems.

Examples of Duties
- Processes payments, voids, and adjustments.
- Prepares and maintains correspondence and invoices.
- Maintains checks, files, records, and reports.
- Monitors online transactions for payments.
- Audits checks, files, records, and reports.
- Posts wire payments and Accounts Payable in the systems and to the General Ledger.
- Prepares and delivers daily deposits.
- Trains accounting assistant staff and/or student assistants.
- Orders currency as needed.
- Reconciles check runs from Accounts Payable to Batch Daily.
- Distributes accounting documents and runs reports.
- Monitors, responds and resolves customer service questions.
- Maintains and updates accounting records and vouchers.
- Communicates with vendors about missing payments.
- Assists in resolving discrepancies.
- Enters basic general journal entries.
- Performs other advanced clerical accounting duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of basic computer operations and software spreadsheets.
- Knowledge of basic clerical accounting practices.
- Knowledge of automated accounting systems.
- Effective time management skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to pay attention to detail, perform mathematical operations, and use a calculator.

Minimum GSU Hiring Standards
High school diploma and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.