General Description
Performs entry-level duties in the maintenance of accounting records for a department or college.

Examples of Duties
- Audits and processes all payments received by the University.
- Audits and processes refunds owed to students for dropped classes, etc.
- Monitors student accounts.
- Assists in preparing monthly, quarterly, and annual financial statements and reports.
- Reconciles and posts accounts to the General Ledger.
- Assists in preparing cash needs analyses.
- Provides customer service and cashiering services.
- Prepares bills and invoices, such as student notices of payment, etc.
- Prepares bank deposits.
- Maintains files on loans.
- Audits and balances payrolls.
- Resolves discrepancies in accounting records.
- Monitors compliance with applicable laws, policies, and procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University rules, policies, and procedures.
- Knowledge of computer and information systems and accounting software, such as Peoplesoft Spectrum, MS Excel, MS Word, MS Access, etc.
- Knowledge of business and financial management practices.
- Knowledge of basic accounting practices.
- Effective communication, time management, and organizational skills.
- Demonstrated math skills.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma or GED and four years bookkeeping or accounting experience; or a combination of education and related experience. Must be bondable for some positions.