



**DATE ISSUED:** 09/05  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Accounting Assistant

### **JOB SUMMARY**

Performs routine accounting and/or clerical work which includes the processing of various forms, records, and reports. Work involves the application of departmental procedures and requires a thorough knowledge of duties within the functional area. Work is performed under general guidance and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Department Manager or Supervisor

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

- Prepares accounts payable for state and local accounts.
- Monitors transactions for compliance with state and university regulations.
- Verifies documentation for accuracy and completeness.
- Performs various clerical duties involving receipt and custody of cash and or checks.
- Provides customer support in the area of student account payments, account analysis and reconciliation.
- Prepares letters, memos, and other reports.
- Prepares journal entries from supporting data.
- Processes financial information and maintains records.
- Accesses and inputs data using a personal computer and imaging software.
- Provides internal and external customer service.
- Assists Coordinators and Project Coordinators with program preparation.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required. Supplemental courses in accounting preferred.

**EXPERIENCE**

Minimum of three years progressively responsible job-related experience, preferably in a state or university environment.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Working knowledge of office practices and methods.

Ability to perform departmental functions using accounting and/or imaging software.

Ability to perform mathematical calculations and/or verify information accurately.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***