

Accounting Associate: Accounting Associate II

Performs a variety of general accounting support tasks. Verifies accuracy of invoices and other accounting documents or records including detailing financial business transactions (e.g., invoice approvals, disbursements, expense vouchers, and wire payments). Provides customer service support to internal clients, suppliers, and customers. Enters data into computer system using defined computer programs; compiles data and prepares a variety of reports. May reconcile bank and financial statements/reports. Investigates questionable data and recommends actions to resolve discrepancies.

Knowledge

Full knowledge of the job. Substantial acquaintance with and understanding of general aspects of the job with a broad understanding of the detailed aspects of the job.

Supervision Received

General supervision and instructions given for routine work, and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

Work Products (Examples may include but are not limited to)

Performs standard accounting clerical duties in areas of Accounts Payable, Accounts Receivable, Cost Accounting, Payroll, Credit and Collections or Transaction Processing. Posts detailed entries to accounting records, handles routine transactions such as allotment, disbursements, payroll operations, voucher preparations and remittances, and prepares standard journal and ledger entries. Prepares and verifies various standard accounting entries for financial data processing system, and reconciles report discrepancies and problems. Sorts and files accounting records and data, collects information, posts records, compiles data, makes and checks basic calculations. May operate computer, copier, calculator, fax and similar office equipment.

Minimum Education and Experience

2+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Intermediate MS Word, PowerPoint and Excel skills.