

Accounting Associate: Accounting Associate III

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

Considerable knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequently with individuals representing other departments, and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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

Performs semi-routine accounting support duties in areas of Accounts Payable, Accounts Receivable, Cost Accounting, Payroll, Credit and Collections or Transaction Processing. May perform specialized calculations, posting and accounting functions. Codes accounts payable invoices for proper account distribution, checks prices, quantities and extensions; receives remittances, posts to proper accounts and prepares transmittal documents; prepares and issues credit and debit memos; prepares, extends and issues bills and invoices from appropriate sales and shipping documents; prepares payroll input data; maintains expense report controls and accounts; makes up periodic reports summarizing business and financial activities. Codes data for input to financial data processing system, and reconciles difficult report discrepancies and problems. Normally responsible for a complete and systematic set of transactions in a specific phase of accounting, requiring acquired knowledge of specified accounting policies and practices. May operate computer, copier, calculator, fax and similar office equipment.

Minimum Education and Experience

4+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel Skills.