

Accounting Associate

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.

| Level 1 | | Level 2 | | Level 3 | | Level 4 | |
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| Accounting Associate I | | Accounting Associate II | | Accounting Associate III | | Sr. Accounting Associate | |
| Knowledge | Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. | 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. | | 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. | | Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered. | |
| Supervision Received | Close supervision involving detailed instructions and constant checking on work performance. | General supervision and instructions given for routine work, and detailed instructions given for new activities or special assignments. | | Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments. | | Minimal supervision. Work may be done without established procedures. | |
| Consequence of Errors | Errors can be easily and quickly detected within the immediate work unit, and would result only in minor disruption or expense to correct. | Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction. | | Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve. | | Errors are very difficult to detect and would normally require significant expenditures to resolve. | |
| Contacts | Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation. | 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. | | 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. | | Contacts are frequently with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication. | |

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| Work Products (Examples may include but are not limited to) | Performs routine and repetitive accounting clerical duties in areas of Accounts Payable, Accounts Receivable, Cost Accounting, Payroll, Credit and Collections or Transaction Processing. Sorts and files accounting records and data, collects simple information, posts minor records, compiles routine data, makes and checks basic calculations, prepares and sorts mail, answers phones, and types simple correspondence. May operate computer, copier, calculator, fax and similar office equipment. | 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. | | 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. | | Performs non-routine accounting support duties in areas of Accounts Payable, Accounts Receivable, Cost Accounting, Payroll, Credit and Collections or Transaction Processing. Performs 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 | Entry Level. 0+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Basic MS Word, PowerPoint and Excel skills. | | 2+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Intermediate MS Word, PowerPoint and Excel skills. | | 4+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel Skills. | |
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