

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ACCOUNTING ASSISTANT

JOB DESCRIPTION

Employees in this job correct, process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers; review and code financial information; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records. Work is performed by applying knowledge of accounting terminology and using spreadsheets and/or automated accounting systems.

There are four classifications in this job.

Position Code Title – Accounting Assistant-E

Accounting Assistant 5

This is the entry level. The employee performs a range of accounting assistant assignments while learning the methods, processes, and procedures of the work.

Accounting Assistant 6

This is the intermediate level. The employee performs a range of accounting assistant assignments in a developing capacity.

Accounting Assistant E7

This is the experienced level. The employee performs a full range of accounting assistant assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title – Accounting Assistant-A

Accounting Assistant 8

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level and which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.

Calculates rates paid for purchases and all price extensions.

Verifies items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.

Enters, updates, and/or retrieves accounting data from automated systems.

Posts financial data to appropriate accounts in an automated accounting system, according to instructions.

Reviews on-line transactions for changes and accuracy and corrects errors.

Retrieves system reports.

Assigns codes to data.

Disburses funds using manual/local warrants or petty cash and makes change according to specific instructions.

Endorses warrants or money orders, prepares account deposit ticket, and deposits money as directed.

Files and/or removes records and reports.

Operates standard office equipment.

Performs related work as assigned.

Additional Job Duties

Accounting Assistant E7

Determines content and assembles data in order to prepare monthly reports for review.

Reconciles transactions, financial data, and other information to an automated accounting system.

Pre-audits, verifies, and processes employee expense claims reviewing rules for employee compliance.

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Designs, prepares, and maintains spreadsheets using basic mathematical calculations.

Reviews new procedures, manuals, and system enhancements and suggests revisions.

Composes routine letters and reports using instructions or guidelines of the work area.

Inventories office supplies and equipment; prepares and submits orders for purchase.

Explains appropriate work instructions to other employees.

Interprets and applies instructions and guidelines to resolve work problems.

Accounting Assistant 8 (Senior Worker)

Regularly handles the most complex and difficult assignments in the work area as approved by Civil Service.

OR

Processes both primary areas of accounting assistant work in the Michigan Administrative Information Network (MAIN); i.e., both accounting (R*STARS) and procurement (ADPICS). In order to satisfy this concept the position must be responsible to perform a majority of the support activities comprising R*STARS and ADPICS.

Resolves problems and answers questions for other workers.

Accounting Assistant 8 (Lead worker)

Explains work instructions to others, adapting guidelines to the assignment as necessary.

Provides assistance and training to others in the work unit.

Establishes and revises work methods, forms, formats, and standards to improve operating efficiency.

Coordinates the work of the unit by determining priorities; scheduling, assigning, and explaining work; and overseeing the completion of the work.

Assures that the work meets quality and production standards by reviewing the work for accuracy and proper completion and monitoring output.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable

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knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of accounting and bookkeeping terminology and practices.

Knowledge of automated accounting systems.

Knowledge of spreadsheets and database software.

Knowledge of general record keeping and filing systems.

Knowledge of basic mathematics.

Ability to add, subtract, multiply, and divide mathematical figures.

Ability to compare data from a variety of sources for accuracy and completeness.

Ability to detect errors.

Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

Additional Knowledge, Skills, and Abilities

Accounting Assistant E7 and 8

Knowledge of office supply requirements.

Ability to select and compile data for statements, expenditures, revenues, accounts, and reports.

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Ability to reconcile and/or balance financial transactions and accounts.

Ability to prepare and submit orders for purchase.

Ability to assist others in solving work problems.

Accounting Assistant 8 (Senior Worker)

Ability to perform the most complex and difficult assignments as approved by Civil Service.

Ability to utilize both primary areas of MAIN (R*STARS and ADPICS.)

Accounting Assistant 8 (Lead Worker)

Ability to explain instructions and guidelines and train others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities, assign work, and review work for quality and production standards.

Ability to establish and revise operational standards.

Ability to assist others in solving work problems.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Accounting Assistant 5

No specific type or amount is required.

Accounting Assistant 6

One year of administrative support experience.

Accounting Assistant E7

Two years of administrative support experience, including one year equivalent to an Accounting Assistant 6, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

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Accounting Assistant 8

Three years of administrative support experience, including one year equivalent to an Accounting Assistant E7, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
ACCTNGAST

Job Code Description
Accounting Assistant

Position Title

Position Code

Pay Schedule

Accounting Assistant-E

ACCTASTE

W41-002

Accounting Assistant-E

ACCTASTE

NERE-001

Accounting Assistant-A

ACCTASTA

W41-009

Accounting Assistant-A

ACCTASTA

NERE-004

ECP Group 1
Revised 10/28/08
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