



Job Classification Description

ACCOUNTING SPECIALIST II/CCV

Assist and back up other accounting staff as needed with a variety of accounting tasks, such as data entry, compiling data for special reports, and the like.

Perform a variety of general clerical tasks for the accounting office, such as sorting and distributing mail, answering phones, general typing, photocopying, ordering supplies, and the like.

Assist on various special projects.

Perform related duties as assigned.

SUPERVISION RECEIVED

Moderate supervision is received from the Assistant Business Manager, Business Manager or other senior staff member.

MINIMUM QUALIFICATIONS

Associate's degree in accounting or other appropriate discipline, plus one to two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

Basic knowledge of and skills in general accounting/bookkeeping principles and procedures.

Good math and basic analytical/problem-solving skills.

Some relevant training/experience with data entry and information retrieval from computerized information systems desirable.

Good typing, filing and other general office skills.

Ability to deal with vendors, faculty, staff, students, parents, and others in a courteous, efficient and authoritative manner, including ability to effectively handle difficult account discussions.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.