

Class Concept

This is para-professional level accounting work in an agency or institution. Positions in this job will verify, code, balance, maintain and report on the manual and automated records relating to fiscal or business data. Work usually involves maintaining single entry journals or records.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of spelling, punctuation and vocabulary.
- Basic knowledge of office practices and procedures.
- Basic knowledge of bookkeeping principles and practices.
- Ability to arrange and place records, reports, files and other documents into a defined sequence.
- Ability to screen and refer communications using defined procedures.
- Ability to use a variety of standard office equipment.
- Ability to follow oral and written instructions and procedures.
- Ability to communicate effectively in person and by telephone.
- Ability to learn the use of special office equipment.
- Ability to perform simple arithmetic calculations.

Minimum Education and Experience

High school or General Educational Development (GED) Diploma; or equivalent combination of education and experience.