

Class Concept

This is para-professional level accounting work in an agency or institution. Positions in this job will be responsible for auditing, analyzing, processing, and managing the disbursement of funds for such items as travel expenses and advances. Positions will receive the daily cash report and deposit slip of monies deposited and is responsible for verifying said reports for accuracy, creating deposit recap for funds to be entered into a Cash management system, creating/ keying the journal voucher to the correct account/center so funds can be entered into NCAS. Additional duties could include educational reimbursement claims, extradition reimbursements, manual checks, and employee moving expenses.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of office or work unit procedures, methods and practices.
- Considerable knowledge of and ability to use correct grammar, vocabulary, spelling, proofreading and office terminology to compose and/or proofread correspondence, reports and materials.
- Considerable knowledge of accounting procedures, applicable mathematics and their application in the work environment.
- Skill in communicating effectively both orally and in writing.
- Ability to record, compile, summarize and analyze data.
- Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations.
- Ability to analyze work situations and interpret program content in making decisions and explaining policies, regulations and programs.
- Ability to exercise judgment, discretion and negotiation skills in problem situations.
- Ability to learn, interpret and explain policies, regulations and programs.
- Ability to independently respond to inquiries and coordinate a variety of resources in acquiring and disseminating information.
- Ability to train and manage a group of employees

Minimum Education and Experience

Associate degree in accounting from an appropriately accredited institution; or

High school or General Educational Development (GED) diploma and two years of experience in accounting work; or equivalent combination of education and experience.