

# Accounting Associate: Accounting Associate I

---

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.

## **Knowledge**

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

## **Supervision Received**

Close supervision involving detailed instructions and constant checking on work performance.

## **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.

## **Contacts**

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

## **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.

## **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.