

DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Financial Services Assistant DEPARTMENT/DIVISION: Accounting

REPORTS TO: Senior Accountant

SUMMARY: Responsible for performing routine, entry-level work related to performing data entry and maintenance of financial records. Work requires close supervision (although most tasks are so routine that little supervision is required).

ESSENTIAL JOB FUNCTIONS:

- Enters a variety of financial data and information into applicable spreadsheets and/or databases, which may include: utility billing cash receipts, journal vouchers, cash book entries, bank drafts, investment tickets, timesheets, and/or other related items.
- Prepares and maintains files, binders, and packets of financial information.
- Prepares a variety of routine reports, listings, logs, and related documents.
- Processes incoming and outgoing mail for the department.
- Maintains and orders office supplies for the department.
- Assists internal and external customers with requests for information over the phone and in person.
- Performs routine office activities, which may include: making copies; filing; sorting, opening, and distributing mail; entering information into a database; faxing documents; and, performing other related activities.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Accounting

• Enters information into the general ledger, assists with processing timesheets, and runs and posts month-end reports.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic bookkeeping principles;
- Knowledge of timekeeping principles;
- Skilled in keyboarding;
- Skilled in performing basic mathematical calculations;

- Skilled in maintaining office supplies;
- Skilled in maintaining files and records;
- Skilled in operating modern office equipment;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Six months of data entry and 10-key experience.

PREFERENCES:

• None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.