Title  EOC Accounting Assistant
Title Code  04867     Annual (Full-Time)
FLSA Status  Non-Exempt
Date Issued  April 2, 2007

General Duties and Responsibilities
Under direct supervision, performs bookkeeping, clerical, and sub professional work of ordinary difficulty and responsibility related to accounting in an Educational Opportunity Center (EOC). Such work may be performed utilizing computers and related technology.

There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

Qualification Requirements
A high school diploma or its equivalent, plus

−  An associate degree from an accredited institution of higher education, **AND** One (1) year of full-time bookkeeping, figure clerk, account clerk, or similar experience, **OR**
−  A comparable combination of experience and education.

Demonstrated English language proficiency (ability to speak, read, write and understand English well enough to meet job requirements).

Direct Lines of Promotion
From:  None  To:  EOC Accountant (04866)

General Work Tasks

−  As instructed, maintains financial records of contracts, appropriations, allocations, authorizations, and payments and assists in maintaining ledgers of accounts and in performing reconciliations.

−  As instructed, examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data and records and assists in audit functions.

−  As authorized, receives remittances and payments; makes appropriate disbursements or refunds; keep logs and issues pertinent receipts.

−  Assists in processing invoices, vouchers, claims, statements, bills, etc.

−  Perform various calculations and computations, as directed.

−  Perform other related duties, such as generating reports and producing checks and other financial documents, as required.