I. POSITION TITLE: Accounting Assistant

II. IPEDS CLASSIFICATION: Office and Administrative Support

III. JOB CLASSIFICATION: Non-Exempt

IV. ACCOUNTABLE/REPORTS TO: Controller

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: 8:00 am to 5:00 pm, Monday through Friday, with additional hours as needed.

VII. MINIMUM REQUIREMENTS:

   EDUCATION: High school diploma or GED equivalent required; associate’s degree preferred.

   EXPERIENCE: One year required, three years preferred in the area of full-charge bookkeeping, one year preferred in the area of computerized accounting setup and report writing.

   PHYSICAL: Good seeing/hearing; good manual and finger dexterity; able to sit for long periods of time; occasionally exert force to lift and/or move objects up to 40 lbs.

   SKILLS EXPECTATIONS: Ten-key/computer keyboarding required; advanced computer skills required; excellent attention to detail and follow-up required; good oral and written communication skills.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Prepare accounting information to assist in producing financial statements in accordance with generally accepted accounting principles in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

   * A. Enter general ledger entries including deposits and other miscellaneous entries.

   * B. Balance and reconcile asset and liability accounts to the general ledger.

   * C. Reconcile student accounts to the general ledger.
D. Account for Title IV funds including preparing fund requests and journal entries.

E. Assist with audit preparation.

F. Prepare miscellaneous invoices and track accounts receivable.

G. Request transcript information from other universities and record and inform branches when the information was requested.

J. Other duties as assigned or needed by the supervisor.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: Administrative, executive, and staff of central administration; administrative, faculty, and staff of the campuses; vendors, customers, and banks.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the university board of governors, president and/or CEO.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

*Denotes essential elements of the position.