

Job Title: OPS Accounting Support Assistant

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

Position Summary:

Incumbents perform basic and routine accounting tasks, enter data, and run standard reports. Responsibilities may include entering and processing payments; entering and processing retiree insurance payments; posting fines; preparing bank deposits and reviewing data and forms for accuracy and completion.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Six months clerical or accounting support experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Basic accounting principles and practices;
- Data entry techniques;
- Record keeping principles;
- Customer service principles;
- Computers and related software applications.

Skills:

- Entering data;
- Maintaining records;

- Providing customer service;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Prepares and processes a variety of basic accounting and/or financial transactions, including bank deposits, fines, insurance payments, and related transactions.	Daily 40%
2.	Enters a variety of financial information into spreadsheets and/or databases, processes payments, invoices, and similar transactions.	Daily 20%
3.	Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files; files documents as directed.	Daily 20%
4.	Prepares a variety of basic accounting reports and other documents related to assigned area of responsibility utilizing established guidelines.	Daily 10%
5.	Performs other duties of a similar nature or level.	As Required

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