



**USF Job Class Description**  
JOB CODE: 3212  
JOB TITLE: Accounting Assistant  
PAY PLAN: 21  
CAREER BAND: B  
FLSA: Non-Exempt  
CBU : 31  
Effective 03/23/2007

**Job Title: Accounting Assistant**

### **Job Summary**

This position fulfills entry-level bookkeeping and accounting tasks and assists with the fiscal work of a defined USF accounting section. This position may provide accounting clerical support for an Accounts Payable, Accounts Receivable, Travel, P-card accounts, student accounts, or General Accounting section. The Accounting Assistant performs tasks of a basic to moderate complexity and these duties are performed predominately to support the major accounting activities and functions of the University or a regional campus.

### **Nature of Work**

This position typically reports to an Accounting Supervisor, Accounting Manager or other appropriate administrator. The primary duties of this position involve the processing of accounting or fiscal related transactions for a USF accounting function and serving as an informational resource for departments, colleges, offices or centers. This position ensures compliance with USF policies and procedures for accounting transactions such as accounts payable, accounts receivable, travel, student accounts or P-card accounts. This position can be differentiated from the Business Services Assistant by its focus on one specific accounting function (i.e., such as Accounts Payable) and by serving the USF community with regard to this accounting function and any related issues or questions.

This position receives guidelines and specific instructions for how the work is to be performed and must be able to identify inconsistencies or potential problems related to accounting/fiscal transactions. The Accounting Assistant must remain up-to-date on all accounting and cash related USF policies and procedures and advises others on proper documentation for fiscal transactions. This position requires knowledge of USF enterprise financial and accounting systems such as BANNER and FAST, as well as basic ability to use MS Word and Excel to complete clerical accounting transactions. This position requires skills in data entry, basic mathematics (addition/subtraction), and basic office experience.

### **Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Interacts with and responds to customers with routine questions or problems related to specific accounting functions. More complex issues may be referred to supervision.

- Ensures transactions are administratively compliant with USF policies using established guidelines and processes.
- Uses the Student Financial System (Banner) or University Financial System (FAST) to process, code, and post routine accounting transactions such as travel reimbursements, invoices, check requests, P-card charges, etc. Knowledge of chart fields/accounts required.
- Totals and calculates cash, credit card and checks received. May make daily bank deposits and keeps accurate records of bank transactions.
- Process, code, and enter invoices and receipts for Accounts Payable transactions. Reviews A/P transactions for accuracy, contractual compliance (if applicable), and proper documentation. Research lost payments.
- Creates new vendor accounts or enter vendor updates in system.
- Audits, verify, and process travel expense reports based on Florida Statutes, state contract agreements, and USF rules/policies to ensure compliance and accurate travel reimbursement processing.
- Finds and researches inconsistencies in transactions and contact departments/college for additional information. May review discrepancies from reports generated by the University Financial System (FAST) or Student Financial System (Banner).
- Receive, audit, and research P-card transactions based on the department budget and P-card limits. Researches rejected charges due to budget errors.
- Audit wire transfers or inter-departmental expenditure transfers.
- Review and verify charges/credits made to individual student accounts.

#### **Minimum Qualification Requirements**

This position requires a High School diploma and two years of fiscal, office or business support experience of an equivalent level. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.