

ECONOMIC SECURITY CORPORATION
Job Description

Job Title: Accounting Assistant
Department: Fiscal
Reports To: Fiscal Director
FLSA Status: Non-exempt
Revision Date: June 30, 2020
Job Classification: Grade 4

SUMMARY

The Accounting Assistant provides support and backup for copying, scanning, filing, organizing, and maintenance of accounting records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Keep accounts payable voucher files well organized and maintained for easy access.
2. Responsible for pulling, copying, and or scanning payment records as required for audits, monitorings, and reviews or as requested by ESC staff
3. Research and answer questions from reviewers or ESC staff
4. Maintain a physical inventory of consumable supplies. Recording items distributed for appropriate expensing.
5. Assist other Fiscal Department staff in maintaining files and documentation as needed
6. Assists with purchases of goods and services.
7. Assists with filing, preparation of vouchers and purchase orders as needed.
8. Taking calls for information, providing answers as able and taking messages when not able
9. Assist in maintaining financial records, purging, shredding, or disposing as needed. Following Record Retention policy
10. Will be available for special projects as assigned
11. Perform other supportive functions for Fiscal Department as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), and a minimum of one year experience with computers and computer systems; or equivalent combination of education and/or experience. Accounting experience helpful but not required.

LANGUAGE SKILLS

Ability to read and interpret documents and financial procedures. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with accounting and budgetary problems.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet the Missouri automobile liability minimum requirements.

OTHER SKILLS AND ABILITIES

Should have ability to accurately operate a calculator. Ability to handle agency information in a confidential manner. Able to use a personal computer and software such as Word and Excel

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop; and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.