



## **JOB DESCRIPTION**

### **ACCOUNTING ASSISTANT**

#### **QUALIFICATIONS:**

##### **KNOWLEDGE:**

**Knowledge of clerical bookkeeping principals and practices, including the keeping of financial accounts and records and the preparation of clerical reports. Proficiency at data-entry required.**

##### **ABILITIES:**

**Ability to compute and post figures accurately, to maintain clerical records and prepare reports. Ability to read, understand and apply rules and regulations. Follow written and verbal instructions. Establish and maintain effective working relationships with fellow employees and other agencies.**

##### **EXPERIENCE:**

**The above listed skills are typically acquired through a combination of education and experience through a high school diploma with course work in bookkeeping and office practices and procedures combined with two years of clerical accounting experience and knowledge of and experience using computer-based accounting programs and spread sheets (IE QuatroPro).**

##### **SUPERVISION RECEIVED:**

**Works under the specific guidance and direction of the Business Manager.**

##### **SUPERVISION EXERCISED:**

**None.**

**WORKSITE and CONDITIONS:**

The worksite consists of three minimum Security/Counseling correctional facilities located in Great Falls, Montana. This facility is residential in nature, housing adult male and female offenders. The Center also operates a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

**SUMMARY OF WORK:**

The Accounting Assistant, under the supervision of the Business Manager, performs clerical accounting work in the maintenance of accounts, records and reports.

**MAJOR DUTIES and RESPONSIBILITIES:**

1. Reviews invoices, verifies completeness and correctness of information and compliance to policies and procedures for accounts payable and accounts receivable.
2. Responsible for preparation and distribution of accounts payable and accounts receivable.
3. Maintains accurate and organized files for account data.
4. Responsible for the weekly resident budgeting process to include assembly of draws for distribution.
5. Records transactions as directed by the Business Manager.
6. Assists the Business Manager and contract accountant(s) during the annual fiscal audit.
7. Operates and maintains computer-based accounting programs.
8. Assists in the compilation of account data for budget or report preparation.
9. Assists residents during administrative office hours with budget questions, bus passes, etc.
10. Responsible to maintain and reconcile the resident petty cash box.

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- 11. Maintains strict confidentiality regarding financial concerns of the corporation, staff and residents. All information concerning resident programs is to be held in strict confidence.**
- 12. Prepare closing financial statements for departing residents.**
- 13. During the absence of the Administrative Assistant, sort and return mail no longer deliverable to previous residents.**
- 14. Necessary filing as required.**
- 15. Complete cross-training in the duties of the Business Manager, and to a lesser degree, the Administrative Assistant, to provide for temporary coverage of those duties during periods of absence.**
- 16. Perform additional duties as assigned.**