

# Accounting Assistant

**Exempt (Pay Grade 6: \$28,584 - \$42,012)**

**Minimum Education/Experience**

- Bachelor's degree
- 1 year relevant experience

| <b>Areas of Responsibility</b>            | <b>Complexity</b>   | <b>Impact of Decisions</b>  |
|---|---|---|
| Scope of work                             | <ul style="list-style-type: none"><li>• Participates in one or more activities related to fiscal support services, including budget reporting, accounting, and institutional procedures.</li><li>• Assists in developing and maintaining informational resources related to scope of work • Normally receives detailed instructions on all assignments.</li></ul> | <ul style="list-style-type: none"><li>• Decisions moderately impact the quality and timeliness of institutional fiscal services</li></ul> |
| Budget/Financial accountability           | <ul style="list-style-type: none"><li>• N/A</li></ul>   |   |
| Institutional resources and relationships | <ul style="list-style-type: none"><li>• Resolves discrepancies and communicates with wide variety of administrative/professional staff both internally and externally.</li></ul>  | <ul style="list-style-type: none"><li>• Decisions moderately impact the cost effective operation of fiscal services</li></ul>             |
| Staff leadership                          | <ul style="list-style-type: none"><li>• Participates in a team of exempt and non-exempt staff and sometimes leads a team of non-exempt staff.</li><li>• Provides leadership, mentoring, coaching, and assessment to appropriate staff to ensure the successful completion of assigned tasks.</li></ul>  | <ul style="list-style-type: none"><li>• Decisions moderately impact the quality and productivity of the work environment.</li></ul>       |