



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Accounting Assistant

FLSA: Non-Exempt

DEPARTMENT: Various

REVISED:

Summary: Under direct supervision, performs a variety of accounting duties and technical tasks for an assigned department or division.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs various accounting functions and technical tasks for an assigned department or division.
- Conducts accounts receivable/accounts payable activities including preparing and maintaining documentation, posting and balancing transactions, coding and batching transactions, balancing cash drawers, preparing checks, transmitting funds, and data input.
- Accepts and processes payments relative to area of assignment; processes applicable applications.
- Answers telephones, greets the public, and provides general information within area of assignment.
- Coordinates and maintains records and files, and prepares or assists with reporting as required.
- Prepares, processes and mails correspondence.
- Orders departmental supplies, meets with supply vendors, and conducts equipment inventory as required.
- Provides assistance with coordinating departmental activities and conducting research as required.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of accounting activities and processes.
- Knowledge of current accounting standards and practices.
- Knowledge of customer service protocol.
- Knowledge of activities relative to area of assignment.

- Skill in coordinating and performing accounting activities applicable to area of assignment.
- Skill in posting, balancing, reconciling and auditing transactions.
- Skill in accepting and processing payments.
- Skill in providing general information and/or assistance to the public.
- Skill in preparing and maintaining records, files and correspondence.

Minimum Qualifications:

High School Diploma or equivalent; two (2) year's clerical accounting experience; or an equivalent combination of education, training and experience.