

Accountant I

SUMMARY:

An entry level accounting position essentially clerical in nature. Work is performed under close supervision and in accordance with established routines and procedures. Processes a variety of entries and performs support functions such as filing, bursting, gathering, shredding, micro-filming, image processing involved in the accounting and record keeping function of the organization.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions and posts records as appropriate.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Computes and records charges, refunds, service charges, and processes returned items. (e.g., checking exception items, ATM hot cards)
- Prepares vouchers, invoices, checks, account statements, reports, and other transaction support materials.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)