

## **Accountant II - Job Standards**

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

### **KNOWLEDGE OF WORK:**

- Has performed basic bookkeeping job and can perform specific accounting function above that level
- Understands how specific job function (i.e., account reconciliation, payroll deduction maintenance, accounts receivable, accounts payable, etc.) fits into the overall
- Knows how to prepare accounting entries for function and properly post them
- Understands basically what a organization is and the importance of function performed

### **QUALITY OF WORK:**

- Accurately posts all entries; prepares, verifies, posts, and reconciles
- Processes work load in a timely manner; knows and observes schedules for each function
- Uses personal computer and organization mainframe to conduct work assignments
- Takes interest in nature of accounting entries; questions accuracy, duplicates, unusual entries and changes

### **QUANTITY OF WORK:**

- Processes all accounting transactions involved in this function in a timely manner
- Finds best, fastest, and most accurate methods to handle current, and increasing work loads
- Prepares standardizes forms and methods to facilitate easier, faster, handling of work loads

### **SELF DEVELOPMENT:**

- Attends job related seminars and training sessions
- Enrols in organization courses to increase knowledge
- Takes additional accounting courses to prepare for added responsibility and promotion
- Reads trade publications to increase knowledge and skill levels

### **PROFESSIONALISM:**

- Keeps all accounting transactions confidential
- Observes the organization's dress and personal grooming guidelines
- Presents self well in one-on-one and group situations
- Promotes the mission of the organization