

# FEDERATION POSITION POSTING

HUMAN RESOURCES WILL BEGIN INTERVIEWING FOR THE FOLLOWING POSITION:

**DEPARTMENT**

Finance

**POSITION**

Accounting Assistant

**LEVEL**

10

**JOB POSTING DATE**

September 23, 2024

**SUMMARY OF JOB DESCRIPTION**

Responsible for general accounting duties including accounts payable, accounts receivable, cash deposits, expense reports, bank reconciliations and county records.

**QUALIFICATIONS**

High School education or equivalent.

General knowledge of bookkeeping principles and practices.

Five plus (5+) years of bookkeeping experience, including familiarity with the following concepts:

Payroll – thorough understanding of employee and employer tax withholding and depositing.

Fixed assets – general understanding of capitalization process.

Debt – general understanding of amortization process.

Financial statements – general understanding of the balance sheet and income statement.

Clerical skills to include 40 WPM typing, 10 key by touch.

Proficient PC skills to include use of Windows, Excel, Word, Microsoft Business Central, and general accounting software packages.

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**QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO  
THE HUMAN RESOURCES DEPARTMENT**

**EOE**