

DUTIES DESCRIPTION RECORD

DEPARTMENT TITLE ACCOUNTING AIDE DDR 91-15005

CLASS CLASS  
CODE 1585 TITLE ACCOUNTING AIDE

Summary Duties

Assists in and performs the preparation, maintenance, auditing and analysis of financial records and reports; and performs related duties.

Illustrative Duties

Assists in and performs accounting activities such as preparing journal vouchers and entering disbursements, recapitulating transactions on periodic summaries, preparing monthly allocations for appropriations, posting to ledgers of subsidiary accounts, transferring funds between accounts, compiling income statements and balance sheets, investigating payment and collection problems.

Assists in evaluating budget accounts and reviewing authorizations for expenditures, reviewing contracts to revise or establish control procedures, setting up budget journals, reconciling errors and making revenue and expenditure projections.