



Accounting Assistant I

JOB DESCRIPTION

Department: Finance / Accounting	Location: Jennings, LA
Prepared by: S Lyons/ T Theunissen	Last Update: July 9, 2008
HR Approval:	

SUMMARY

Performs a variety of routine accounting functions such as assigning codes and preparing data transaction sheets. Inputs data into system or spreadsheets, verifies input, batches and distributes financial information. Maintains documentation for compliance to policies and procedures for internal audits.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

High school diploma or GED with a clear understanding of general math and the ability to read, write and comprehend written and verbal English. Some knowledge of general office practices and procedures.

One to three years internal or directly related experience with knowledge of departmental function, terminology and interrelationships.

Must demonstrate effective oral and written communication skills with good vocabulary, good grammar and the ability to independently compose routine written communications. Good telephone etiquette.

PC skills with good working knowledge of MS Word, MS PowerPoint, MS Excel / Access, and other departmental software programs. Ability to maintain spreadsheets and modify formats in order to complete assignments.

Must demonstrate ability to pay close attention to details, and to learn good planning, organization, and time management skills.

Must have the ability to work effectively with interruptions and to meet or exceed production and quality goals. Ability to handle confidential or sensitive information or issues.

Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.

TRAINING REQUIRED

What training will an employee require to successfully perform the duties of the position?

Employee Orientation. Safety training, Systems Training.
 Training to keep abreast of new technology, industry trends and practices to improve efficiency.
 Performs some advanced functions as part of training and development.

Learning Curve: How much time is required to effectively perform the job? 0-3 months 3-6 months 6-9 months 9 months to 1 year 1 - 1 1/2 years 1 1/2 to 2 years 2 to 3 years

MAIN ACTIVITIES CARRIED OUT

E or N	Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N - non-essential function of the job.	% OF TIME
E	Reviews source documents, such as vouchers, invoices, purchase orders, and cash receipts for completeness and accuracy, and prepares for processing of transaction data.	10%
E	Enters data from various sources to maintain and update various databases and spreadsheets. Ensures data integrity by verifying input and calculations. Learns to modify spreadsheets, databases and reports as necessary.	20%
E	Creates, runs and distributes standard and customized periodic reports, to communicate follow-up requirements and to summarize reports, etc.	20%
E	Files and maintains correspondence and electronic records (includes backups), and	20%

	reports pertinent information to accounting and bookkeeping or technical operations and ensures easy retrieval.	
E	Receives and counts cash; maintains cash book or other control records.	10%
E	Prepares and mails bills or statements, or prepares lists of outstanding bills payable.	10%
E	May type vouchers, invoices, checks, account statements, reports, and other records.	10%
	SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)	
N	Cross-trains with others as assigned. Assists others in department as necessary.	

SCOPE AND IMPACT OF THE JOB

Revenue or budget managed: \$ n/a **Investments decided upon / managed:** n/a

Nature of Supervisory Responsibility: None

Degree of supervision received or the degree of autonomy given: The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress.

Works under direct supervision: Specific instructions are given on assignments or follows written or verbal instructions and established procedures and standard practice to perform assigned tasks.

Complexity of Duties and Decisions: The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, procedures, products or original application.

Work consists of varied but routine tasks, processes or operations that are clearly defined.

Uses pre-determined standards to ensure that data is entered, reports are distributed and projects are completed in accordance with department policies and procedures.

Must adhere to departmental policies, schedules and deadlines. Must conform to standard work practices (safety, security, environmental procedures and Company business practices and codes of conduct.

Resolves basic questions & refers more complex issues to higher levels.

Initiative: Describe the ingenuity, creative imagination or original thought that is expected of the job.

Uses initiative in carryout out recurring assignments.

Waits for direction for next steps or assignments outside of routine. Keeps supervisor informed of problems. Uses judgment in order to plan and organize work to achieve pre-determined individual and departmental goals.

How are errors detected and what are possible impacts of those errors?

Expected to review own work for completeness, accuracy and conformance to policy.

Work is reviewed by higher levels for completeness and accuracy, or inherent checks are built into the nature of the work. Effect of errors is generally confined to department.

INTERPERSONAL / COMMUNICATIONS

Indicate internal and external contacts and purpose of contacts.

Regular contact with all functional areas to provide or obtain information and to resolve basic problems. Occasional external contact to clarify, obtain or furnish information.

WORK ENVIRONMENT AND DEMANDS

List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Spends most of time in an office environment. Occasional visits to plant areas.

Physical Demands: Sitting 75%, Walking and Standing 25%.

Must take care in moving or lifting office supplies While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.