

DUTIES DESCRIPTION RECORD

DDR. 94-15112

Department		Position
Position Title	ACCOUNTING AIDE	Grade
System	POWER	Code
Division		Number of Positions

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 contracts to revise or establish control procedures, setting up budget journals, reconciling errors and making revenue and expenditure projections.