

## Job Profile

<b>Job Profile Name:</b>	Accounting Assistant C
<b>Job Code:</b>	CADC-00021
<b>Employee Group:</b>	AMUSE Casual

### Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general accounting functions. These functions are of high complexity and the incumbent performs them using general instruction.

### Typical Functions:

1. Process accounting transactions via bookkeeping and expense claims. Assist in the preparation of specific reports and provide administrative assistance with budget preparation.
2. Enter journal transactions. Prepares deposits and payment requisitions for approval.
3. Respond to specific inquiries regarding accounting transactions and support departments in resolving related issues.
4. Support department in assisting internal and external parties with balances and expense reports.
5. Respond to general inquiries within area of responsibility and file requests. Follow up as required.
6. Provide support with record keeping.
7. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

### Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work