

Nebraska Department of Education
Classification Specification

Job Code: EDB402/EDR402/EDO402
Paygrade: 38

Established: 5/02 Revised: ~~6/07~~ 5/06/14

Administrative Associate II

Purpose of Class: Performs clerical accounting work involving the preparation, maintenance, and processing of various financial records, documents, warrants, and reports; processes accounting documents for payment through established accounting systems.

Distinguishing Characteristics

Level: Second in a series of four

Work Direction Received: Works under close supervision

Direction of Others: None

Scope/Nature of Discretion: Limited discretion; performs duties and exercises some independence within well-defined boundaries

Examples of Duties

Performs various routine clerical accounting work in accordance with established work flow/assignment requirements, interacting with the Nebraska Information System (NIS), to assist professional staff in the timely accomplishment of the assigned workload.

Examines data on vouchers submitted for payment, invoices, computer printouts, and other documents to ensure the information is accurate, complete and meets established Agency and state requirements.

Enters data onto forms, vouchers, labels, warrants, and other documents to facilitate processing and to ensure proper accounting of funds; codes vouchers using Agency established codes to facilitate the identification, processing, and filing of documents; prepares and processes periodic payrolls/reports for input into the accounting system; extracts, compiles, and verifies that the data is accurate, complete and meets established Agency and NIS requirements.

Computes amounts to be disbursed to/collected from providers, clients, or governmental agencies; applies established collection/refund procedures to maintain a sound financial status.

Posts data to computerized and manual ledgers, journals, and worksheets to establish and maintain records of all financial transactions utilizing both monthly State Accounting and Payroll reports; balances/reconciles ledgers, journals, worksheets, and accounts to verify that posting is complete and accurate.

Sorts, files and retrieves correspondence, records, reports, and other computer maintained data and accounting transactions to ensure uniform storage; compiles, tabulates, checks, or posts materials/information.

Maintains regular and reliable attendance.

Minimum Qualifications

High school diploma or equivalent; ~~postsecondary coursework in an area related to the position such as accounting, office procedures and practices, or human resources; and one year of experience in performing office practices and procedures, clerical accounting functions, or human resource functions, related to the essential functions of the job position. Any equivalent combination of education and/or work experience may be substituted in order to meet the minimum qualifications of the position.~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Knowledge and Abilities

Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Types and uses of office equipment
- Computer software applications including word processing, spreadsheets, presentations, databases, and web site development and maintenance
- Working knowledge of office filing systems, scheduling processes, other office processes, support functions, and specialized terminology
- Clerical accounting/bookkeeping procedures and practices
- Agency policies and guidelines pertinent to clerical accounting and accounting codes and classifications
- Operational characteristics and record keeping requirements of the Agency's manual and automated accounting systems

Abilities

- Communicate orally and in writing with co-workers and the public
- Establish and maintain effective working relationships
- Understand and apply written/oral instructions and administrative policies/guidelines
- Locate and summarize information from files and documents
- Maintain the confidential nature of information
- Operate office equipment, including computer, to perform required duties
- Prepare a variety of internal reports and documents
- Verify detailed information against established requirements
- Post information to ledgers, journals, worksheets, and other documents
- Compute and compile financial data involving the use of addition, subtraction, multiplication, division, percentages, and fractions
- Adapt and apply guidelines and methods to accounting transactions