Nebraska Department of Education
Classification Specification
Established: 5/02 Revised ~~6/07~~56/14

Job Code: EDB403/EDR403/EDO403
Paygrade: 40

Administrative Associate III

Purpose of Class: Performs record-keeping, administrative duties and moderately complex clerical accounting work involving the preparation, maintenance, and processing of financial records, documents, warrants, and reports; processes and approves all documents for approval and payment; may interact with Agency employees, other agencies, the public, and outside vendors.

Distinguishing Characteristics

Level: Third in a series of four

Work Direction Received: Works under close/general supervision

Direction of Others: Guide/Oversee; may lead in providing work direction

Scope/Nature of Discretion: Limited/General discretion; performs duties with some/moderate opportunity to exercise independence according to policies and procedures

Examples of Duties

Performs various clerical accounting work in accordance with established work flow/assignment requirements, interacting with the Nebraska Information System (NIS), to assist supervisory staff in the timely accomplishment of the assigned workload; provides technical assistance to Agency staff; works with staff from other state agencies as necessary to carry out job duties.

Performs varied administrative support work including responding to telephone inquiries, requests for information, coding and paying invoices, completing expense reimbursements, requisitions, and assisting with memos, letters, and mailings.

May provide guidance to co-workers to determine overall conformity to established timetables and quality standards; trains co-workers, as directed in specific task and job practices and procedures to improve and maintain the performance levels of these employees.

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

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

Examples of Duties (continued)

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 and files and/or retrieves correspondence, records, reports, and other computer maintained data and accounting transactions to ensure uniform storage, compiles, tabulates, checks, or posts materials/information; word processes narrative, numerical, and/or financial information from rough draft, documents, and notes.

Extracts, compiles, and analyzes financial data from vouchers, ledgers, journals, computer printouts or files to facilitate the preparation of documents and reports, verifying posting and financial transactions to ensure established Agency requirements and ensure proper accounting of funds.

Maintains regular and reliable attendance.

Minimum Qualifications

High school diploma or equivalent~~; postsecondary coursework in a related area such as accounting or office practices and procedures;~~ and two years 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 of~~ education and\or work experience may be substituted in order to meet the minimum qualifications of the position.

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
- Working knowledge of department accounting operations, policies, NIS requirements and the Pre-Audit function

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

Abilities (continued)

- 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
- Instruct other staff in secretarial and clerical accounting policies and procedures
- Schedule and organize work assignments of co-workers
- Interpret Agency policies and guidelines pertinent to areas of responsibility