

## **Senior Accounting Assistant**

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### **DEFINITION**

This is an intermediate level accounting position requiring technical accounting skills in the processing and maintenance of financial records.

Employees in this class may assign and supervise the work of a group of employees engaged in varied accounting functions or individually carry out for specialized and complex accounting assignments.

Employees are required to resolve problems involving the interpretation of established regulations or procedures.

Difficult technical problems or those that necessitate changing regulations or policy are referred to a supervisor.

Employees usually receive general instructions outlining the objectives of new assignments and are expected to exercise initiative and judgment in achieving the desired results. Work is evaluated on the basis of the quality and accuracy of the total product and by the manner in which the objectives of the organization are served.

### **TYPICAL DUTIES\***

Plans work methods and may supervise employees engaged in performing moderately complex accounting tasks; checks the work for accuracy and corrects errors; advises subordinates on new or revised procedures.

Reviews section activities for compliance with City policy/procedures. Answers the more difficult public inquiries and complaints. Explains departmental regulations and procedures.

Budgets – prepares budget support documents as required by the annual budget process, including detailed analysis.

Billings/Accounts Receivable/Accounts Payables – monitors the preparation and accuracy of the accounts receivable, billing and accounts payable processes; carries out delinquent account collection and recommends write-offs, as required.

General accounting – prepares monthly, year-end reporting and periodic reports required by the organization; carries out accounting functions related to monthly and year-end processes; make personnel recommendations on matters of staff discipline and performance.

# Sample Testing For Senior Accounting Assistant

**Victor M. Corman**



## **Sample Testing For Senior Accounting Assistant:**

**Career, Aptitude & Selection Tests** Jim Barrett, 2006 Compiled by a psychometric testing specialist and bestselling author this book has three main aims careers guidance preparation and personal performance improvement The first edition sold over 50 000 copies worldwide     *Prepare Operational Budgets* Sharon Rumble, 2018-09-01 Prepare Operational Budgets is for students of the Certificate IV in Accounting and has been specifically developed to meet the requirements of the unit of competency Prepare Operational Budgets Content is presented in bite sized segments to allow learners to access individual parts at their own pace and detailed mapping to learning outcomes is provided throughout the text A complete tool for learning and assessment for both students and instructors the text includes an assessment tool as an appendix which has been developed and mapped to meet all essential requirements of assessment An end of chapter developing case study task provides students with practical tasks and activities that build on the concepts covered in previous chapters enabling a scaffolded approach to the application and holistic understanding of preparing operational budgets using a realistic case study business scenario     **Special Regulations** United States. Department of the Army, 1954     **Report of the Congressional Joint Commission on Reclassification of Salaries** United States. Reclassification of Salaries, Joint Commission on, 1920     **Spicer & Pegler's Practical Auditing** S.V. Ghatalia, 1989-04-14 The Seventeenth British Edition of Practical Auditing has been completely overhauled to take account of all the recent developments The bulk of the text is now taken from Spicer and Pegler s Internal Audit Procedures Manual Practical Auditing provides exhaustive and up to date coverage of current accounting standards and is an excellent procedural guide to audit techniques and administration The emphasis of the book is on planning each audit within a logical framework to suit the individual needs of each client in the most efficient way The book is a comprehensive up to date and authoritative treatise on modern auditing practice which will prove of immense value to practicing chartered accountants students of accountancy and persons engaged in Finance and Commerce who wish to be acquainted with practical audit     *Development of Accounting and Auditing Systems in China* Xu-Dong Ji, 2017-10-05 This title was first published in 2001 In 1979 China opened the door to the West and implemented a series of economic reforms that led the accounting system to depart from the Soviet model This book investigates the development of Chinese accounting in a broad social economic and cultural environment and analyzes the environmental influences on the development of accounting in China Including the latest accounting systems which have to date received little scholarly attention this cutting edge analysis makes a worthy addition to a growing area of research     The Job Analyzer: BLR's Complete Guide to Analyzing, Evaluating, Pricing & Writing Jobs ,     **Resources in Education** , 1990     Report and Recommendations on Proposed Revisions of Regulations, Part 541 United States. Wage and Hour and Public Contracts Divisions, 1949     *New Public Personnel Studies* , 1929     Monthly Labor Review , 1985 Publishes in depth articles on labor subjects current labor statistics information about current labor contracts and book reviews     **Auditing**

Dan M. Guy, C. Wayne Alderman, Alan J. Winters, 1993      Report and Recommendations of the Presiding Officer at Public Hearings on Proposed Revisions of Regulations United States. Wage and Hour and Public Contracts Divisions, 1963      **A Catalog of Books Represented by Library of Congress Printed Cards. Supplement: Cards Issued August 1, 1942--December 31, 1947**, 1948      **Journal of Accountancy**, 1925      *Excerpts from Preliminary Class Specifications for Use in the Classification of Positions in the Field Service of the Navy Department* United States. Personnel Classification Board. Field Survey Division, 1942      *Career Aptitude and Selection Tests* Jim Barrett, 2009-10-03 With the wide range of jobs currently on the market it is often difficult for job seekers to pinpoint exactly what they want to do Now in its third edition this no nonsense workbook points readers in the right direction With a range of IQ tests and searching questionnaires it helps job seekers work out what area of work they should be focusing on by identifying their interests and strengths and scientifically interpreting which jobs they are suited to Compiled by a psychometric testing specialist and bestselling author this book has three main aims careers guidance preparation and personal performance improvement It works on the principle that self knowledge enables readers to relate their own personal characteristics to career opportunities At the same time it provides an opportunity to prepare for the types of psychometric tests likely to be encountered while job seeking It also aims to improve performance by demonstrating how to apply aptitudes and personal qualities at work      *Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research*, 1926      **Briefing by the Civil Service Commission Hearings Before ..., 94-1, Feb. 26 and 27, 1975** United States. Congress. House. Post Office and Civil Service Committee, 1975      *Briefing by Civil Service Commission* United States. Congress. House. Committee on Post Office and Civil Service, 1975

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