



**University of Houston-Downtown  
Job Description**

Job Title: Accounting Assistant  
FLSA Category: Non-Exempt  
Grade: 20  
Job Code: 5230

**DUTIES**

Job Summary: Performs various accounting and administrative duties related to student accounting.

Duties and Responsibilities:

- Prepares invoicing for paying agencies and initiates collections.
- Accepts and verifies student's third party payment contracts and posts payments to student's accounts.
- Evaluates student financial accounts and meets with students to discuss account details.
- Adjusts student accounts in the student information system.
- Processes reimbursements.

Marginal Functions: Performs all other duties as assigned.

**REQUIREMENTS**

Education: High school diploma or GED  
Experience: Minimum of one (1) year of job related work experience  
Licenses/Certification: None Required

**PHYSICAL DEMANDS**

**Environmental Conditions**

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.