

Annual Salary Range: \$37,012 - \$54,430 Status: Exempt Position No:

Accountant II

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

Employees in this job perform professional accounting and administrative work, which assists in maintaining the University's accounting functions and responsibility and exercises independent judgments and discretion in planning and carrying out the duties of work procedures.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

- Performs a variety of accounting duties, which include daily cash receipts/bank reconciliation; purposes required adjusting journal entries; maintains schedule of cash balances for all funds. Performs monthly cash reconciliation for all funds. Coordinates and schedules weekly/monthly posting to the general ledger and closing of each month.
- 15% Coordinates monthly drawdown of State Appropriation and Capital Improvement appropriations, including monitoring the receivable balances. Monitoring the cash flow status of externally funded project. Perform timely cash schedule reports from the general ledger and monitors cash balances, and deferred balances for externally funded projects.
- Assist Controller in developing an efficient operation by helping develop, implement and maintain policies and procedures. Assist with a wide range of control activities as diverse as approvals, authorizations, verifications, reconciliation, reviews and segregation of duties. Assists with the development of new systems and changes to existing ones and assists with the continued assessment of internal controls in the safeguarding of assets and reliability of financial reporting. Assists the Controller in developing a competent and efficient accounting staff by training staff by training staff in new policies and procedures and supervising their daily activities.
- 10% Prepare various journal entries for the general ledger and various subsidiary ledgers by compiling, researching and analyzing data regarding updates. Reconciles monthly inter0funds transfers.
- 10% Prepare monthly summary and reports for internal use by compiling information and reconciling various ledger accounts. Prepares monthly financial reports and cash flow reports for internal and external use.
- 10% Prepares a variety of monthly, quarterly, and annual reports for internal and external reporting. Includes IPEDS, FISAP, and other pertinent Federal Financial Reports relating to externally funded projects.
- Performs accounts receivable billing and collection for students on various third party billing serving as a liaison with the sponsoring agencies.
- 5% Prepares audit work papers for internal, external and agency auditors. Assist with the preparation of audited annual financial report.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Assist with student registration process as needed.

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Student intern/College work study students.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

A high aptitude in accountancy and good understanding of computers and their functions in accounting.

Demonstrate working knowledge of personal computer software.

Quantitative aptitude and ability to analyze information for report creation and interpretations Excellent oral and written communications skills.

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

Bachelors Degree in Accounting or related area.

Associate Degree in Accounting and work experience in accounting may be considered in lieu of a Bachelors Degree.

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

None.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Third party agencies and individual students relating to receivables, various government agencies relating to externally funded projects, banking institutions regarding University accounts and faculty and staff within the University.

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

- 1. Ability to sit at a workstation for extended periods
- 2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
- 3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
- 4. Normal physical agility, which includes ability to maneuver body while in place
- 5. Normal physical strength to handle routine office materials and tools
- 6. Normal dexterity of hands and fingers
- 7. Normal coordination, including eye-hand, hand-foot
- 8. Normal endurance

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am - 5 pm during regular class sessions; 7:30 am - 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.