Human Resource Services

Annual Salary Range: $27,566.00 - $40,538.00 Status: Exempt Position No:

Accountant I - Accounting

PURPOSE OF THE JOB

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

Perform professional accounting and administrative work, which assists in maintaining the University's accounting functions and responsibilities, and exercise independent judgment 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.)

30% Performs a variety moderately complex accounting duties in accordance with GAAP. Reconciles daily cash receipts and transactions. Assist with the reconciliation of bank statements for all funds. Researches all incoming bank ACH credits. Review Accounts Payable checks for accuracy and legitimacy.

30% Assists with post-award management of sponsored grants and contracts to include review of expenditures and preparation of billing statements. Supports the department with preparation of special reports; analysis and proposing adjusting entries.

15% Maintains management of Purchasing Card Program. Reviews all procurement card statements for legitimacy/accuracy and to determine if expenditures are within guideline. Monitors outstanding transactions with P-Card Statements. Coordinates with card holders and department heads relative to unresolved issues. Balances completed transactions with the P-Card bank statements and coordinates bank payments.

10% Assists with continued assessment of internal controls in the categories of safeguarding assets and reliability of financial reporting. Assists with proactive implementation of GASB pronouncements. Provides support in external annual audit processes and other duties as assigned.

10% Provides support monthly monitoring and analysis of activity in the University general ledger. Performs analysis on a monthly basis supporting the financial reporting functions.

5% Assists in developing efficient operation by helping develop, implement, and maintain policies and procedures for the Office of the Controller within the framework of prescribed guidelines.

OTHER DUTIES AND RESPONSIBILITIES

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

As assigned by the Controller

SUPERVISORY RESPONSIBILITIES

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

None

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Aptitude in accountancy and good understanding of computers and their functions in accounting. Demonstrated working knowledge of personal computer software with proficiency in word processing, spreadsheet and database, software preferred. Quantitative aptitude and ability to analyze qualitative information for report creations and interpretation. Excellent oral and written communication skills.

EDUCATION AND EXPERIENCE
(Indicate which are required, preferred, or desired.)

Bachelors Degree in Accounting or related field required. 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).

As related to the Knowledge and Skills area above.

EXTENT OF PUBLIC CONTACT
(Within and outside the University)

Must be able to communicate effectively with internal and external entities.

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.