

ISSUED: 12/95

TITLE: Accountant I

SALARY

5/93, 7/91 & 3/88  
CLASS

SCHEDULE: B

CODE: PN303

UNION: P&A, Local 1979, U.A.W.

SALARY

EEO

GRADE: 10

CODE: 30

FLSA: Non-Exempt E-CLASS: PN

## POSITION PURPOSE

Record, review and correct financial information and documents to maintain accurate accounting records and to verify accuracy and compliance with University policies and procedures. Work activities require the application of involved practices and precedents as well as knowledge of accounting theory and principles.

## ESSENTIAL JOB FUNCTIONS

- Maintain general and designated fund account records via computerized system. Monitor expenditures to assure accounts are accurate and do not show a deficit. Post journal entries to accounts so that problem areas can be identified and addressed. Use standard accounting theory and principles.
- Assist administrative staff throughout the University maintain accurate accounting records according to established policies and procedures. Work with administrators to determine proper course of action to prevent deficit spending.
- Prepare adjusting entries and year-end closing activities for review. Project year-end revenues and expenditures by boardline based on information provided by upper management. Close out terminated accounts.
- Prepare periodic reports on account activities and status. Upon request, generate special reports used to project account revenues, expenditures and activities. Determine proper format and report presentation based on information to be provided and report purpose.
- Assist in preparation and maintenance of grant and general fund budgets. Forecast revenues and expenditures, adjust proposals and account distribution accordingly. Ensure compliance with University and agency policies and procedures regarding distribution and transfer of funds. Maintain contact with granting agencies to ensure proper use of funding.
- Participate in computer system testing and development. Provide information on system requirements, create and run test data, note errors to be corrected; recommend changes as appropriate. Understand and evaluate interaction between new system enhancements and current computing capabilities.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This entry level classification requires a grasp of the theory and principles of accounting along with an understanding of its practices and precedents to allow the incumbent to maintain accurate account records and perform necessary transaction to these records. Work activities are specific in objective an content, but require incumbent to search for solutions or new applications from within the accounting field. Incumbents provide guidance and assistance to management, administrators and support staff within the department and elsewhere in the University. This classification is typically located in the Division of Fiscal Operations and reports to and receives direction form a management level position classification.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college of university with a degree in accounting or related field or equivalent combination of education and/or experience.
- Some knowledge of applied principles of accounting as used in public sector or governmental systems.
- Analytical skills including report generation ability.
- Ability to communicate effectively with others.
- Some experience performing accounting functions on computerized systems.
- Some knowledge of FMS, FRS, GBS and PPS preferred.
- Typically, incumbents have held internship or co-op positions for an accounting firm, or held University accounting support positions, e.g. Accounting Specialist, Sr. Accounting Assistant, etc.