

<b>TITLE:</b> <u>Accounting Specialist</u>	<b>SALARY SCHEDULE:</b> <u>Staff</u>	<b>CLASS CODE:</b> <u>SA423</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W</u>	<b>SALARY GRADE:</b> <u>10</u>	<b>EEO CODE:</b> <u>40</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Perform a variety of complex and advanced bookkeeping work, applying accepted methods and procedures in the preparation, processing and reporting of detailed financial accounts and records for a specific accounting functional area. Some specialized technical knowledge of advanced bookkeeping practices is necessary in performing highly responsible accounting functions.

**ESSENTIAL JOB FUNCTIONS**

- Review and process financial transactions for a variety of detailed grant, restricted and designated accounts to ensure adherence to University policies and procedures and compliance with agency regulations. Audit and categorize expenditures. Check and verify mathematical computations, i.e. payroll, indirect costs and budget deficits.
- Serve as resource regarding interpretation and application of financial accounting documents and procedures, established University policies and outside agency guidelines and regulations. Maintain compliance and notify appropriate University personnel regarding procedural problems.
- Review and audit financial documents; understand detailed payroll, purchasing and disbursement procedures to identify errors in paperwork and mathematical calculations; resolve problems and contact appropriate University personnel.
- Compile statistical data; prepare various financial reports and summaries for internal and external use, i.e. government agencies. Prepare final reports in accordance with established guidelines.
- Prepare and review journal entries; process and arrange budget transfers. Prepare and process accounts for closing. Prepare monthly billings. Compile and calculate payroll information. Prepare and process refunds to funding agencies.
- Perform general office functions. Operate standard office machines and equipment, e.g. personal computer, calculator and photocopier.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification is designed to perform complex, independent and advanced bookkeeping work routines for a specific accounting functional area, e.g. grants and contracts. Work activities involve thinking in somewhat diversified procedures and/or precedents. The incumbents is expected to have considerable knowledge of and experience applying University accounting procedures in order to review and audit detailed financial accounts (e.g. grant, restricted and designated) and to prepare a variety of internal and external final reports. The incumbent should possess a detailed understanding of payroll, purchasing and disbursement functions. This classification is generally located in the Division of Fiscal Operations Grant and Contract unit or designated personnel and fiscal areas of responsibility in a School, College, Division or Center/Institute of the University. This classification reports to and receives work direction from a Coordinator, professional Accountant or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience. Some college coursework in accounting or business administration preferred.
- Extensive coursework in bookkeeping.
- Extensive experience and familiarity with the Financial Management System (FMS/BAR) at the University.
- Extensive knowledge of and experience with University policies, procedures and practices.
- Extensive knowledge of payroll, purchasing and disbursement procedures.
- Strong organizational skills; keen attention to detail.
- Ability to work within established deadline and in pressure situations.
- Ability to communicate effectively with others.
- Ability to detect errors and discrepancies.
- Strong analytic and problem solving skills.
- Ability to operate standard office equipment.
- Ability to prepare detailed financial reports.
- Typically, incumbents have held positions as Accounting Assistant, Accounting Clerk, Office Clerk and/or Secretary.