ACCOUNTING TECHNICIAN

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| Transactional | * Orders and inventory supplies * Monitors and tracks mail, parking, inventory * Sets up vendors in the accounting system and processes payments and reimbursements * Collects and processes purchase orders, invoices, check requests, etc. * Prepare and post account journals, entries * Reconciles accounts simple accounts; accounts payable, receivables, disbursements, purchases/P-card statements, travel forms, payroll, trust funds, wire transfers, etc. * Verifies, prepares, and submits deposit funds * Records, classifies, analyzes, summarizes and allocates various types of costs * Maintains files of departmental contracts * Files communication and correspondence |
| Administrative & Financial Oversight | * Has responsibility for the technical management of funds totaling [$X] from sources including [X, Y, Z] * Monitors daily cash deposits * Prepares funding swaps, correct sources * Reviews staff ePARS for correct funding sources and ensures budget * Establishes and records new accounts which may include state, overhead, trusts, core, gift awards, contractual, university funds, etc. * Investigates and resolves general and simple financial discrepancies * Oversees invoice payments * Reviews financial transactions for compliance with federal, state, and UNC policy rules and regulations * Reviews reports to verify appropriateness of expenditures, encumbrances, cost transfers, etc. * Reviews reconciliation reports and makes necessary adjustments * Reconciles funding for research awards and grants * Assists with grant administration, makes sure all grant funds have been appropriately spent, projects financial needs, assists in budget proposals and monitors budget |
| Preparation of Reports | * Prepares monthly expenditure reports * Prepares closeout reports. * Prepares monthly aging reports * Provides reports to assist in departmental planning * Participates in drafting budgets |
| Advisory/Consultative | * Explains and interprets policies, guidelines and convey financial regulations * Identifies problems with procedures and determines possible solutions * Based on review of reports, determines and ensures integrity of functions * Makes one-time adjustments; reverses and correct errors * Makes suggestions for streamlining processes or improving financial procedures * Advises staff and leadership of fund positions and balances |
| Budgetary | * Advises management of budget allocations * Tracks projects and provides actual job costing * Exercises budgets authority for specific activities or projects * Performs budget projections and monitors budget expenditures |
| Team Lead | * Directs the daily workflow of other staff members by assigning tasks but does not have full supervisory authority * Trains new staff members on work methods, policies, and practices * Provides feedback to supervisors on team members for performance evaluations * Serves as a resource to other team members for questions or work issues |
| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |

**STATE–DEFINED COMPETENCIES** *(Use to complete section 7 of the position description by defining how these apply to your specific job. All competencies may not apply to all jobs. Do not add any additional competencies beyond those provided by the state.)*

* Knowledge – Technical
* Financial Program Monitoring and Management
* Problem Solving
* Communication
* Leading Work Teams

**MINIMUM TRAINING AND EXPERIENCE** *(Cut and paste into section 8 of the position description form with no additions or deletions):*

High school diploma or equivalency and one year of experience in accounting work; or equivalent combination of training and experience.