ACCOUNTANT

*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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| **FUNCTIONS** | **TASKS** |
| Financial Reporting | * Prepares ad hoc/custom financial reports by collecting, analyzing and summarizing account information and trends, developing matrices, etc. * Prepares and analyzes annual financial statements and note disclosures * Creates and/or audits profit/loss statements * Assists department leadership in coordinating Annual Raise Process (ARP) by preparing reports and analysis in support of assumptions * Provides support and analysis for tax administration, review tax issues, prepare and review 1099s and other required forms. * Develops and ensures financial data produced for reports is accurate, resolving database issues as necessary * Works with contractors for importing/exporting accurate financial data needed for reports * Develops report formats * Develops reporting used to inform and support long-term and strategic planning |
| Financial Oversight/Monitoring | * Exercises independent control and has accountability over funds totaling [$X] and consisting of monies from various sources including [X, Y, Z] * Assumes accountability for accuracy and compliance involving financial data, reporting, and budgeting * Manages department costs * Monitors departmental payroll * Compiles, prepares, and examines research proposals and grants in the pre-award phase of development; monitors stability of trials/projects/etc. * Monitors and provides reports of pre- and post-award revenue. * Manages specific departmental costs * Monitors financial aspects of projects for Principal Investigators * Allocates financial resources for department projects * Monitors and handles billing and collections of contracts * Evaluates expense activity compared with approved budgets * Provides oversight and budget support for annual payout distribution * Maintains and monitors internal controls and performs post audit * Integrates financial information from various sources * Serves as the unit’s expert on Generally Accepted Accounting Principles and their application |
| Analysis | * Analyzes revenue and expenditures and provides trending summaries and analysis * Reviews costs/expenses, establishes appropriate funding flows * Reviews and researches reports for potential errors related to positions and assignment funding; proposes or determines solutions and corrections * Makes risks assessment of systems and internal controls * Provides cost analysis and develops financial plans * Utilizes professional accounting knowledge to provide ad hoc analysis for trend identification, strategic planning, etc. |
| Advisory/Consultative | * Provides information, advice, and best practices to leadership using professional accounting knowledge regarding significant financial matters including [X,Y,Z] * Advises leadership on accounts distribution changes needed * Oversees special projects determined by Senior Leadership involving financials * Serves as internal auditor for various departments * Provides interpretation of complex accounting regulations * Serves as lead contact for sub-recipient financial inquiries, budgets, and justifications * Consults with faculty members * Serves as primary contact for account, budget, tax, and administrative matters to address issues and determine resolution * Work with University with financial leaders to identify system functionality gaps * Serves as liaison for annual audit * Liaisons with University-wide finance leaders |
| Recommendations | * Identifies and makes plans of action for meeting goals and planning future budgets * Determines ways to improve efficiency and streamline processes * Implements new accounting procedures; weighs cost, benefits, and probability of success * Resolves complex accounting issues and problems, finds solutions * Improves invoice and cash collections processes, shortening collection cycle time * Improves use of automation |
| Budgetary/Audit | * Forecasts budget based on reporting , analysis, and trends * Manages budget and develops budget assumptions for department leadership * Monitors the Budget Management System for annual updates of financial positions for budget transfers * Advises management of budget allocations * Tracks projects and provides actual job costing * Develops tools to provide efficient budget monitoring * Approves and reject transactions related to fund expenditures. * Facilitates budget transfers and manage new funding sources. * Conducts monthly audit and review of accounts. * Ensures account documentation is adequate for audit purposes * Maintains and monitors internal controls and perform post audits |
| Team Lead | * Directs the daily workflow of other staff members by assigning tasks but does not exercise 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 – Professional
* Financial Monitoring and Analysis
* Decision Making and Problem Solving
* Communication and Interpersonal Skills
* Supervision

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

Bachelor’s degree with 12 credit hours of accounting coursework; or Associate’s degree in accounting; or Associate’s degree in business or related discipline with 12 credit hours of accounting coursework; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.