Classification Specification for Unclassified Service

Title: Accountant 1

Pay Scale Group: 00 B

Essential Function

Professional employees engaged in the day-to-day administration of specialized activities requiring training and on-the-job professional experience.

Characteristic Duties

Provide recommendations and expert advice to management or other groups on process-related topics;
Conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations;
Primary duties may include:
Maintain routine account journals and prepare basic financial statements;
Monitor and interpret financial data in the development of cost analysis and reports;
Analyze, establish, and maintain accounting systems;
Perform internal auditing of financial records and act as lead;
Prepare financial/statistical analysis reports;
Recommend accounting and control systems;
Serve as a seasoned and proficient professional;
Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree; - OR- Associate's degree with two (2) years’ experience; -OR- four (4) years’ experience; degree must be in accounting or related field with related accounting experience. Incumbent must possess the business/fiscal experience to be fully proficient in performing most or all work assignments.

Skill Level:

Typically have a basic knowledge of the assigned specialty area, including standard principles and terminology; typically possess limited or no experience in assigned work areas; duties are of minimal to moderate complexity; demand limited fiscal, problem solving, training, and team coordination responsibilities; and have limited responsibility for interpretation and communication of information, ideas and instructions.