Classification Specification for Unclassified Service

Title: Accountant 2

Pay Scale Group: 00-F

Essential Function

Professional employees engaged in the day-to-day administration of accounting related activities for multiple fiscal assignments, and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

Maintain routine account journals and prepare basic financial statement;

Monitor and interpret financial data in the development of cost analysis and reports;

Analyze, establish, and maintain accounting systems;

Perform internal auditing or financial records and act as lead;

Prepare financial/statistical analysis reports;

Recommend accounting and control systems;

Responsible for fiscal problem solving, training, team coordination and interpretation and communication of information and terminology;

Serve as a seasoned and proficient professional;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with two (2) years’ experience; - OR- Associate's degree and four (4) years’ experience; -OR- six (6) years’ experience; degree must be in accounting or related field with related accounting experience.

Skill Level Elements:

Incumbent must possess the business/fiscal experience to be fully proficient in performing most or all work assignments; must possess basic to intermediate knowledge of the assigned specialty area, including general principles, theories and practices. Position must have the majority of the job functions in one or more area(s); demand multiple assignments; entail work assignments which may include team coordination, work lead and/or training functions; need minimal to moderate supervision and entail work assignments that are of moderate to high complexity and require: A wide range
of problem solving; development of practical and thorough solutions; proactive efforts rather than reactive solutions; exploration and adaptation of changing financial systems; identification, evaluation and resolution of routine and non-routine problems; integration, coordination and interpretation of fiscal data.