Title: Accountant Sr

Pay Scale Group: 00-I

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 an expert resource to others; may serve on committees and projects;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with three (3) years’ experience; - OR- Associate’s degree and five (5) years’ experience; -OR- seven (7) years’ experience; degree must be in accounting or related field with related accounting experience with experience in accounting.

Skill Level Elements:

Understands problems from a broad, interactive perspective; possess substantial knowledge of other specialties and ability to integrate this knowledge; possess an ability to function as either the financial expert in a single highly complex and integrated financial area or as the financial expert in multiple complex financial areas; possess an underlying business/fiscal breadth of knowledge and applied ability such that they are capable of functioning at an
expert level in a related area in a relatively short period of time; may be viewed as an industry expert and role model to peers both within and external to the organization, based on certifications, awards, and other honors. Duties involve functions where the majority of job assignments involve complex and exceptionally difficult problems; requires advanced and comprehensive fiscal knowledge in one of more accounting or finance area(s); requires anticipation of customer and system needs, along with formulation and implementation of plans to meet these needs; requires development of solutions that combine information and ideas in new and unprecedented ways; entails work assignments that generally include team coordination, project planning, strategic planning, work lead, or training functions; and involves working highly independently.

Updated 4-24-15