



Class Code:
66483- U

Bargaining Unit:
ACE

Pay Range:
37

Accountant 3

SERIES PURPOSE:

The purpose of the Accountant occupation is to develop & coordinate &/or perform variety of fiscal &/or auditing tasks for the University to ensure proper control & compliance with applicable laws, rules & accounting standards.

Incumbents perform a variety of fiscal tasks & internal audits & prepare specialized accounting reports & develop & coordinate integrated fiscal & managerial cost accounting systems.

CLASS CONCEPT:

The class works under direction & requires through knowledge of accounting in order to prepare specialized accounting reports & develop & coordinate integrated fiscal & managerial cost accounting systems.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares specialized accounting reports & fiscal analysis, develops & coordinates integrated fiscal & managerial cost accounting systems, interprets & recommends methods of interpreting cost factors & develops guidelines for determining scope of projects.

Performs internal audits (i.e., examines process, documentation & rationale behind recorded figures to ensure that standard accounting procedures are followed within the University), reviews daily accounting input transactions, analyzes & verifies balances & accuracy of reports & develops uniform procedures & methods.

Advises & consults with fiscal officers & other administrative personnel on fiscal problems, technical accounting procedures &/or interpretation & application of policies & relevant statutory requirements.

Prepares reports, monitors &/or participates in preparation of budget, financial statements &/or reimbursement schedules.

Performs internal audits, makes adjustments to journals, final reports & inputs data, verifies entries & monitors receipts & disbursements.

Makes cost calculations & analysis for fiscal control, develops cost accounting methods, develops &/or recommends procedures & programs for accounting system, consults & assists in computing & compiling field reports & other special projects as assigned.

Prepares financial & budgetary reports, statements & other statistical & operational reports as requested.

Establishes & maintains accounting systems, solves accounting problems & participates in design & development of accounting systems, procedures & policies.

Analyzes records, reports & statements to determine financial condition of agency; makes budget & cost projections on basis of analysis; assists in budget preparation & control.

Participates in maintaining fiscal records, posting to ledgers & journals, processing vouchers, invoices & carrying out other accounting functions.

Prepares complex financial reports & statements.

Carries out a variety of related fiscal responsibilities; coordinates inventory control, purchasing activities, assists in development & preparation of contracts, etc.

Performs &/or participates in internal auditing of financial records to assure accuracy.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator & computer. Ability to deal with large number of technical & fiscal variables & determine budgetary projections & allotments adequate to meet operational needs &/or authorize expenditures within spending authority; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in Accounting, Business Administration or a related field & a minimum of one (1) year experience in fiscal &/or budgetary management & control.

Or High School Diploma or GED & a minimum of three (3) year experience in fiscal &/or budgetary management & control.

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

PHYSICAL REQUIREMENTS:

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking & standing are required only occasionally & all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS:

May be required to travel.