



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Accountant-Examiner Occupation

CLASSIFICATION CODE/PAY GRADE:

66112/28

BARGAINING UNIT:

ACE

Accountant-Examiner 2

SERIES PURPOSE: The purpose of the Accountant-Examiner occupation is to review various transactions for given accounts, external audits, and/or program information to determine accuracy, completeness, compliance and/or the need for further processing relative to billings, federal or third-party reimbursements, collection of fees or payments, payment of claims, or bills and/or invoices.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of accounting and federal and/or state guidelines and applicable reporting procedures in order to: make change changes and corrections prior to billings being paid; determine compliance and make corrections; receive, investigate, and resolve inquiries; establish new or make changes to existing accounts necessary for billings and collections of payments as requested; maintain fiscal and/or statistical data; receive and process payments; notify entities of delinquent payments and overpayments; resolve discrepancies; ensure accuracy and completeness and/or compliance with reporting procedures.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Reviews payments received to ensure correct amount is applied to student accounts; reconciles reports; manually applies prior term receivable debits to account(s).

Analyzes and processes accounts and financial documents according to general guidelines and procedures; verifies accuracy and validity of accounting documents; determines appropriate actions based on review of information and application of general guidelines.

Analyzes month end reports, trial balance, and general ledger in order to balance and prepare all month end required reporting. Completes monthly balancing of transactions.

Advises student and parents on the federal guidelines pertaining to FERPA (Family Education Rights and Privacy Act), loans, and the impact of Title IV awards and re-calculation when a student adjusts hours or completely withdraws.

Effective 03/15/2020

Monitors third party account service provider for accuracy and compliance with federal guidelines and university policies.

Establishes new or makes changes to existing accounts necessary for billings and collection of payments; maintains statistical data relative to specific revenue and/or reimbursement sources.

Receives and processes payments.

Prepares information for filing; answers telephoned and written inquiries in reference to reports, records and/or accounts.

Prepares reports; maintains accounting records; posts information and/or transactions received to records and accounts; types various materials or enters data into various systems.

Answers walk-in customer questions and complaints. Responds to Credit Bureau Disputes.

Communicates regularly with various collection agencies and credit bureaus to report and update payment status. Assists in the annual write off of accounts.

Assists other departmental staff with student and non-student accounts. Assists during peak periods and extended hours by answering routine telephone and in person questions. Serves as back up for other departmental staff as needed and assigned.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: accounting; applicable state and/or federal regulations governing documents processed, reviewed, and/or prepared*; public relations*.

Skill in: use of a computer and all other standard office equipment, including a calculator and/or adding machine.

Ability to: apply principles to solve practical, everyday problems; gather, collate, and classify information about data, people, or things; complete routine forms and prepare standard reports and business correspondence; handle routine and sensitive inquiries from and contacts with other government officials, general public, claimants, and/or providers.

(*)Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED and three years of experience in review and processing of claims, collections, billings, payments, or review of documents for accuracy.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

Effective 03/15/2020

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 and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable