Accountant I

Job Code 00007021

General Description
Responsible for processing, recording and maintaining financial data; as well as auditing and approving payments and vouchers, preparing documents; and monitoring transactions.

Examples of Duties
- Record financial transactions and resolve discrepancies.
- Reconcile various accounts and resolve discrepancies.
- Balance and record financial transactions such as registration receipting.
- Ensure that university accounts are internally and externally reconciled.
- Monitor accounts to ensure that transactions are within generally accepted accounting principles.
- Assist in the identification and resolution of problems within the accounting system.
- Verify account information against source documents.
- Audit and approve local payment vouchers.
- Prepare payment cancellation and transfer vouchers.
- Assist in preparation of department budgets and monitor budgets on ongoing basis.
- Prepare and analyze bids, prepare purchase orders, and place orders with vendors.
- Prepare Requests for Budget Change (RBCs) and monitor departmental financial information.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- generally accepted accounting principles, record keeping and audit procedures; cash controls; fund accounting; state and university accounting policies; functions of related agencies or entities. May require other specialized knowledge depending on department assigned.

Skill in:
- analyzing and prepare documents for reconciliation; supervision of staff and student workers, if applicable.

Ability to:
- read and understand reports, instructions, policies, correspondence, contracts; compare and verify columns of numbers; complete forms; prepare work papers, reports, procedures, correspondence; explain adjustments; perform intermediate math, including calculation of percentages and counting money; work as a team with co-workers and others to exchange information and resolve discrepancies; use automated accounting systems; use university’s accounting system and enter information into computer.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements

Revised 09/18/2012