

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.
Assist in complex financial report preparation.
Provide information to staff, students, and parents.
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.
May supervise staff employees.
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 preparing documents for reconciliation; supervising 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