

Accountant II

Job Code 00001191

General Description

Responsible for ensuring the proper recording, auditing, reconciliation, and reporting of financial transactions and to provide forecasts of expenditures and revenues in multiple accounts.

Examples of Duties

Prepare, audit, and approve vouchers.

Perform reconciliations between local accounts and banking, state, or federal entities.

Reconcile federal receivables and loan receivables and cash to university automated financial system.

Provide back up for credit card accountant.

Work with students, parents, and other cardholders to answer questions and resolve problems concerning payments.

Review and approve miscellaneous refund transactions.

May assist with Annual Financial Report preparation.

Prepare drawdowns for federal loan and grant funds and confirm funds deposited to appropriate accounts.

Prepare forms and reports for federal and state agencies.

Prepare work papers and schedules for the annual financial statement.

Enter and reconcile information between university and state and federal databases.

Analyze and find solutions for problems that may arise with state and grant funds and investments.

Prepare spreadsheets for the correct distribution by fund of interest income from investments.

Reconcile report of university investment activities to general ledger of investments and interest income.

Supervise and direct the work of lower-level accountants and/or accounting clerks.

Reconcile student loan, scholarship, and work study accounts.

Maintain and verify accuracy of financial database by entering cash receipts, excess cash, cancellations, adjustments, and others.

Track expenditures in multiple fund accounts.

Forecast expenditures and revenues of multiple accounts.

Deactivate expenditure and revenue lines on university financial system.

Monitor chart of account changes and perform yearly clean-up of old accounts.

Prepare and record transactions, monitor funds, and reconcile bond-related accounts.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: generally accepted accounting principles; university accounting policies and procedures, and operations; record keeping and cash handling; balancing and audit procedures; state and federal regulations related to financial transactions; a variety of commercial software,

including databases, spreadsheets, word processing, e-mail, and other specialized software; e-payment regulations, policies and procedures.

Skill in: documenting for preparation of financial reports and schedules; problem solving and decision making; discretion; using time productively.

Ability to: explain policies and procedures to a variety of people; understand financial reports, written job instructions, complex legal and financial documents, and correspondence; prepare work papers, accounting schedules, reports, reconciliations, and correspondence; calculate percentages and statistics; work effectively with staff, faculty, students, and employees of state, federal, and private entities; operate desktop and mainframe computer, ten-key calculator; use variety of commercial software, including databases, spreadsheets, word processing, e-mail, and other specialized software as required by job assignment; analyze and prepare financial reports; effectively direct the work of others; work under strict deadlines; organize work and documentation in effective manner.

Educational Experience

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