

Accountant III

Job Code 50007771

General Description

Performs complex professional accounting work involving the application of a comprehensive knowledge of generally accepted accounting principles and practices to the resolution of a wide variety of complex accounting problems. This position may have primary responsibility for a segment of the General Accounting operation or a specialized complex area.

Examples of Duties

Develop complex, non-standard financial reports and statements requiring interpretation and difficult analysis.

Research complex problems, identify changing requirement for management information needs. Perform complex financial review and other fiscal procedures, reviews account structures &/or reports, and automated accounting systems.

Recommend changes and/or solutions.

May train and supervise lower level professional and clerical accounting staff.

Prepare complex journal entries and reconciliations.

Identify &/or potential problems and take actions(s) to correct.

Prepare complex financial statements &/or reports, including special projects.

Read and interpret laws, regulations and policies and procedures for compliance.

Provide technical assistance to resolve complex accounting problems for GAO staff and others.

Advise and guide staff with student and accounting problems.

Analyze existing policies and procedures and make recommendations for changes to policies/procedures for an accounting systems(s).

Analyze complex financial data and reports and make recommendations based on analysis.

Research and prepare information to aid systems analyst in preparing specifications for financial reports needed by General Accounting and university personnel.

Attend meetings, seminars, staff developments and training sessions.

May have primary responsibility for daily supervision of a segment of the General Accounting Office, a specialized complex area, or an audit follow-up and compliance.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: generally accepted fund accounting principles, reporting requirements and auditing standards; university accounting policies and procedures; state and federal regulations and laws related to grants, loans, and higher education such as DOE, HHS, NSF, IRS; technical knowledge as required by job assignment; specialized knowledge of areas such as Loan Collections, Fixed Assets, Bonds, Investments, and Accounts Receivable; University environment, mission, and policies and procedures; related outside agencies and other resources available.

Skill in: establishing rapport with various constituencies; working as a team member; presentation/training skills; prioritizing workload; problem solving and decision making; regulatory expertise; analytical and logical thinking process; discretion; using time productively.

Ability to: understand financial reports, written job instructions, complex legal and financial documents; prepare correspondence, reconciliations, letters, reports, memos and procedures; perform complex calculations; explain and give instructions; work effectively with staff, faculty, students, and employees of state, federal, and private entities; operate desktop and mainframe computer and related software including databases, spreadsheets, word processing, e-mail, SAP, and SARS; analyze and prepare financial reports; work under strict deadlines; organize work and handle multiple tasks

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