Foundation Accountant

Job Code 50008573

General Description
Responsible for performing complex professional accounting work in support of the Development Foundation.

Examples of Duties
Prepare complex journal entries and reconciliations.
Identify actual/potential problems and take corrective actions.
Prepare complex financial statements/reports.
Read and interpret laws, regulations and policies and procedures.
Provide technical assistance to resolve complex accounting problems for the foundation.
Analyze existing policies and procedures and make recommendations for changes to the accounting system.
Analyze complex financial data and reports.
Assist in the development of program specifications.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Ability to: Interpret laws, guidelines, policies and procedures, perform complex calculations, exchange information and explain policies/procedures, manage multiple tasks.

Skill in: Completing clear and concise reports, memos, procedures and letters, interacting with accountants, staff and others, analyzing and resolving problems, providing solutions, project completion.

Knowledge of: Fund accounting principles and reporting requirements, generally accepted accounting principles and auditing standards, state and federal laws related to grants, loans, and higher education, personal computers and related software, mainframe operations and internal developed systems, university mission, policies and procedures, specialized accounting areas, related agencies.

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

Reviewed on 5/17