

ISSUED: 12/95  
5/93, 7/91 & 3/88  
CLASS

TITLE: Accountant II

SALARY  
SCHEDULE: B CODE: PN304

UNION: P&A, Local 1979, U.A.W.

SALARY  
GRADE: 11 CODE: 30

FLSA: Non-Exempt E-CLASS: PN

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## **POSITION PURPOSE**

Evaluate, analyze and report on financial reports and transactions to ensure compliance with accepted procedures and maintain effective budgetary controls. Work activities require the application of involved practices and precedents as well as an increased knowledge of accounting theory and principles.

## **ESSENTIAL JOB FUNCTIONS**

- Reconcile accounts in accordance with pertinent policies and procedures. Ensure transactions are accurately recorded and classified according to standard accounting theory and principles. Analyze and review documents and reports to verify computations and ensure all transactions are properly supported.
- Assist administrative staff throughout the University maintain accurate accounting records according to established policies and procedures. Work with administrators to determine proper course of action to prevent deficit spending. May supervise the work of accounting support and temporary professional staff.
- Prepare adjusting entries and year-end closing activities for review. Project year-end revenues, expenditures and deficits based on information provided by department administrators and upper management. Prepare memos to clear deficits.
- Prepare periodic reports outlining financial activities for contracting government agencies. Upon request, generate special reports used to project account revenues, expenditures and activities. Determine proper format and report presentation based on information to be provided and report purpose and agency guidelines; project account activity; prepare reports required for continued government appropriations.
- Assist in preparation and maintenance of grant and general fund budgets. Forecast revenues and expenditures, adjust proposals and account distribution accordingly. Ensure compliance with University and agency policies and procedures regarding distribution and transfer of funds. Maintain contact with granting agencies to ensure proper use of funding.
- Participate in computer system testing and development. Provide information on system requirements; create and run test data, note errors to be corrected; recommend changes as appropriate. Understand and evaluate interaction between new system enhancements and current computing capabilities.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This intermediate classification level requires a greater knowledge of the theory and principles of accounting along with an understanding of its practices and precedents to allow the incumbent to analyze and maintain accurate complex account records and perform necessary transactions to these records. Work activities are specific in objective and content but require incumbent to search for solutions and new applications from within the accounting field. Incumbents provide guidance and assistance to analyze management, administrators and support staff within the department and elsewhere in the University. Functional supervision may be exercised over non-exempt accounting support staff. This classification is typically located in the Division of Fiscal Operations and reports to and receives direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- Graduation from accredited college or university with a degree in accounting or related field or equivalent combination of education and/or experience.
- Reasonable knowledge of applied principles of accounting as used in public or governmental systems.
- Analytical skills including report generation ability.
- Ability to communicate effectively with others.
- Reasonable knowledge of FMS, FRS, GBS and PPS.
- Reasonable experience performing accounting functions on computerized systems.
- Good organizational and problem solving skills.
- Typically, incumbents have held entry level Accountant positions.