AUBURN
Human Resources

Accountant III, Financial Reporting

Job Description

JOB INFORMATION

Job Code	KA08C
Job Description Title	Accountant III, Financial Reporting
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Responsible for the accurate presentation of the University's Annual Financial Report and University Financial Internal Controls. This position must have the knowledge of 100+ Governmental Accounting Standards Board (GASB) pronouncements, the ability to analyze financial data, and the ability to provide information for university-wide decisions.

RESPONSIBILITIES

- Prepares edits and reviews the University's Annual Financial Report in accordance with Generally Accepted Auditing Principles (GAAP) and 100+ Governmental Auditing Standards Board (GASB) pronouncements. Completes 200+ year-end accrual period entries to ensure compliance with GAAP and GASB for all four divisions of the University. Coordinates various audit activities to ensure departmental compliance with GAAP and GASB pronouncements. Assists in the preparation of footnotes disclosures required by the GASB pronouncements and annual audit schedules for external auditors as well as State Examiners of Public Accounts. Assists them with answering questions about financial activity and compliance with State of Alabama laws and regulations. Ensures the University administers and adheres to financial internal controls.
- Reviews and interprets legal documents, specifically all lease agreements and subscription-based information technology arrangements (SBITA), to measure the lease/subscription assets and liabilities to appropriately account for these agreements in accordance with GAAP and GASB pronouncements.
- Prepares monthly reconciliations (including, but not limited to, bank reconciliations, prepaid insurance, general liability, bond spending, and payroll to fringe expenditures to financial statements) and analysis of financial data to include, but not limited to, revenue and expenditure analysis, calculating projections, and explaining variances on request to enhance administrative decisions affecting university-wide policies and procedures. Reviews wire transfers and related documentation between Procurement and Business Services and Cash Management to ensure wires are initiated by the department and approved by appropriate units.
- Reviews and/or prepares journal entries, collection reports (including reimbursement of purchasing card transactions and vanity tags), and cash transfers for University transactions throughout the year for all University departments and units as well as year-end audit adjustments and reclassifications to make sure financial transactions are in accordance with GAAP and GASB pronouncements. On a monthly basis, complete entries to fund bond projects and allocate cash pool interest to applicable Banner funds.
- Responsible for the University's Chart of Accounts. Creates and revises FOAPAL elements within the University's Enterprise Resource Planning (ERP) system. Tests all Banner Finance upgrades, which occur at least quarterly. Reviews system reports. Researches issues and coordinates with Information System Support personnel to resolve out-of-balance issues. Ensures proper documentation is uploaded to Xtender.
- Prepares ad hoc reports for internal and external constituencies, including Institutional Research, Risk Management, bond rating agencies, financial institutions, as well as state and federal agencies. Prepares surveys which include but not limited to Integrated Postsecondary Education Data System (IPEDS), Delaware Study of Instructional Costs, and Times Higher Education Survey. Reviews Agency funds and

RESPONSIBILITIES

	notifies responsible parties of deficits. Prepares monthly statements for the Auburn University & Dixon Conference Center (AUHDCC) and the Julee Collins Smith Museum and completes legal expense analysis for General Counsel. Completes the annual Service Center break-even analysis and approval of the rate development calculation for 50+ service and recharge centers.
•	Records and monitors internal loans. Prepares amortization schedules and monthly entries to charge principal and interest payments. Ensures transactions are updated to the general ledger. On a monthly basis, prepares bond payments, including booking the transactions to the general ledger. Assists in the preparation of the Bond Offering Statement. During a bond offering, assists in obtaining data to present to the rating agencies.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting or a Degree plus a CPA.	and	6 years of	Experience in financial reporting and/or auditing.	Or
Master's Degree	Masters of Accountancy (MAcc) or Masters in Business Administration (MBA) is desired.	and	4 years of	Experience in financial reporting and/or auditing.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)	If degree is not in Accounting, Certified Public Accountant license is required.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			Up to 10 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.