



JOB INFORMATION

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|-------------------------|----------------------|
| Job Code | KA01A |
| Job Description Title | Accountant I |
| Pay Grade | FO07 |
| Range Minimum | \$42,330 |
| 33rd % | \$50,790 |
| Range Midpoint | \$55,030 |
| 67th % | \$59,260 |
| Range Maximum | \$67,730 |
| Exemption Status | Exempt |
| Approved Date: | 3/4/2021 11:34:19 AM |
| Legacy Date Last Edited | 11/29/2011 |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Acts as accounting liaison with Central Business and Finance areas with respect to journal entries, reporting, analysis and audit/reconciliation of accounts in a college, school or department.

RESPONSIBILITIES

- Prepares and reviews expense vouchers, invoices, purchase requisitions or other transactions for one or more departments, in compliance with approved budgets and University/department procedures.
- Determines proper handling of financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) and approves within designated limits, policies or contracts.
- Prepares budget reports, department allocation reports, inventory reports or other specialized reports or analysis on a regular or ad hoc basis.
- Corresponds with Procurement, Contracts and Grants Accounting, Budget Services or other departments concerning accounting and financial information.
- Reviews, investigates and corrects errors in financial entries, documents and reports.
- May perform duties related to payroll, personnel actions or similar procedures.
- May assist faculty with preparation and financial analysis related to contract or grant proposals.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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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 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, Finance, or a Degree plus a CPA. | and | 0 years of | Experience in accounting services. | |

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 KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required. | | | |

REQUIRED PRE-EMPLOYMENT 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 | | | | | |
| 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 | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically.