



JOB INFORMATION

Job Code	KA07A
Job Description Title	Accountant I, Central
Pay Grade	FO08
Range Minimum	\$47,620
33rd %	\$57,140
Range Midpoint	\$61,910
67th %	\$66,670
Range Maximum	\$76,190
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for journal entries, reporting, analysis, and audit/reconciliation of accounts within the central business office of the University Treasury Services, AU Foundation, or Tigers Unlimited Foundation.

RESPONSIBILITIES

- Creates and maintains accounts through documentation, compilation, reconciliation, and analysis of financial information and preparation of journal entries.
- Reviews transactions for conformity with procedures or limits, and closes out accounts for expired contracts.
- Performs financial analysis such as expense summary, forecasting, depreciation or investment performance, and prepares reports for internal use and/or external agencies (e.g. sponsors, government)
- Communicates with internal departments and/or sponsoring agencies to ensure compliance with policies, contracts, grants, laws, regulations, or procedures.
- Conducts audits to substantiate individual transactions and works with external and internal auditors on annual audits.
- Collects appropriate data and prepares tax returns which may include, but are not limited to, federal, state, and local returns.
- Recommends and implements improvements to accounting practices, systems, and procedures.

SUPERVISORY RESPONSIBILITIES

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.				

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			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.