

## JOB INFORMATION

|                         |                      |
|-------------------------|----------------------|
| Job Code                | KA01A                |
| Job Description Title   | Accountant I         |
| Pay Grade               | FO07                 |
| Range Minimum           | \$44,460             |
| 33rd %                  | \$53,360             |
| Range Midpoint          | \$57,800             |
| 67th %                  | \$62,250             |
| Range Maximum           | \$71,140             |
| Exemption Status        | Exempt               |
| Approved Date:          | 3/4/2021 11:34:19 AM |
| Legacy Date Last Edited | 11/29/2011           |

## JOB FAMILY AND FUNCTION

|               |                                 |
|---------------|---------------------------------|
| 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 the 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 analyses 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.

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 | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---------------------------------------------------------------------------|

## 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 LICENSES & CERTIFICATIONS

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

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

Vision Requirements:

Ability to see information in print and/or electronically.