

Based on standards of the Fair Labor Standards Act, the job is either exempt or non-exempt

If job is in a job family, all levels are shown

This is a unique alpha/numeric identifier

Auburn University Job Description

Job Title: **Accountant, Department**

Job Code: **KA01**

FLSA status: **Exempt**

Level I

Grade 30 \$27,400 - \$45,700

Level II

Grade 31 \$30,700 - \$51,100

Level III

Grade 32 \$34,300 - \$57,300

Shows salary grades and salary ranges for all levels

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.

Essential Functions

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

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

A short summary statement describing the job

Please Note

Broad statements reflecting the purpose and general responsibilities of the job. Does not describe specific to the individual position

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Describes minimum requirements for each level in job family. Other criteria can be established by the supervisor

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

These are minimum requirements. Selection still based on best qualified.

Auburn University Job Description

Minimum Required Education and Experience

Focus of Education

Degree in Accounting, Finance or related field

Focus of Experience

Experience in accounting services

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions 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.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Occasional—Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; travel or other inconveniences have advance notice; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, handling objects with hands,

Job occasionally requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds.

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

Date: 2/1/2007
