

## Accountant

**Job Code:** 0919

**Salary Grade:** S08

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Provides a department or college with accounting services such as account reconciliation, statement preparation, account monitoring, data maintenance, report preparation, technical assistance, financial assistance, budget assistance, quality assurance, and payroll coordination.

- Reconciles accounts. Uses PeopleSoft reports to balance financial statement transactions to source documents such as accounts payable transactions, deposits, and inter-university transactions. Documents any timing differences or reconciling items.
- Produces statements of financial activity based upon monthly departmental business that can include section financials, consolidated department financials, cash flow analysis, etc. Notifies appropriate personnel of irregularities and obtains proper signatures of authority as evidence of review.
- Monitors departmental accounts, accounts payable transactions, spending activity, etc. Prepares cost and budget transfers. Prepares and enters requisitions and invoices into PeopleSoft for payment. Prepares the daily deposit of departmental receipts.
- Initiates cost transfers between various departments and service units.
- Maintains department's financial records, budget information, and other forms of data. Tracks payments, receipts, transactions, internal and external contracts, agreements, etc.
- Prepares financial reports to document activity, substantiate transactions, report findings, etc.
- Provides assistance to departments across campus, principal investigators, vendors, and other staff in analyzing and maintaining appropriate funds for salaries, expenditures, etc.
- Performs financial analyses for report preparation, to improve departmental accounting procedures, at the request of department head, etc. Analyzes terms of contracts to ensure compliance.
- Assists in the annual preparation of the budget.
- Ensures the quality of data. Researches inconsistencies and conducts follow-up investigations or consults with appropriate personnel.
- Acts as the payroll coordinator or backup payroll coordinator for the department or college.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Bachelor's of Science or Bachelor's of Arts Degree and a minimum of 18 hours of accounting coursework.

**Experience:**

Required: None.

**Certifications or Licenses:**

- None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Knowledge of Accounting principles, practices, methods, and terminology
- Computer skills in MS Office, accounting software and databases
- Ability to choose the right mathematical method or formula to solve a problem
- Ability to collect and organize accounting data, interpret the significance, and prepare accurate financial reports
- Ability to solve accounting and related financial problems
- Ability to set priorities and meet deadlines
- Ability to handle stressful situations
- Excellent organizational, problem-solving, project management and communication skills

### Working Conditions

**Physical:**

Sitting for prolonged periods. Manual dexterity. Able to communicate effectively.

**Environmental:**



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

Standard office environment.

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