JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Accounting Specialist

Job Code: 5117

Salary Grade: S06

FLSA Status: Non-Exempt

Job Family: Office/ Clerical

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.

Job Responsibilities

Performs diverse administrative, accounting, and budgetary tasks following established standards.
- Reconciles multiple statements of accounts to departmental book balance.
- Prepares trial balances for balance sheets and income accounts.
- Prepares financial reports and conducts cost analysis.
- Closes out income accounts.
- Maintains financial statements on a full accrual basis.
- Gathers data for preparation of management reports.
- Prepares routine departmental financial analysis forecasts and plans.
- Investigates problems and responds to more complex financial inquiries.
- Maintains filing systems and accounting records.
- Monitors various accounts to ensure accuracy.
- Assists department head in the preparation of the annual budget.
- Responsible for maintaining a large amount of data to include but not limited to expenditures and allowances.

Prepares reports for time and attendance records, new hires, terminations, and other department records.
- Performs various duties as needed in order to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School diploma or GED

Experience:

Required: 12 months accounting/bookkeeping experience.

Required Certifications or Licenses:

None

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

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office (Outlook, Excel, and Word).
- General office skills such as multi-line phone, copying, filing, faxing, and mail.
- Customer Service skills.
- Knowledge of standard accounting principles and processes.

Working Conditions

Physical:
Sitting for prolonged periods. Communicate effectively and listens. Engage in repetitive motion. Use of computer and telephone.

Environmental:
Standard Office Environment

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