JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Accountant Senior

Job Code: 6501

Salary Grade: S09

FLSA Status: Exempt

Job Family: Finance

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

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.

- Creates 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, and cash flow analysis.
- Notifies appropriate personnel of irregularities and obtains proper signatures of authority as evidence of review.
- Monitors departmental accounts, accounts payable transactions, and spending activity.
- Prepares cost and budget transfers.
- Prepares and enters requisitions and invoices 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, and agreements.
- Prepares financial reports to document activity, substantiate transactions, and report findings.
- Provides assistance to departments across campus, principal investigators, vendors, and other staff in analyzing and maintaining appropriate funds for salaries and expenditures.
- Performs financial analyses for report preparation, to improve departmental accounting procedures, and at the request of department head.
- 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.
- Supervises subordinate personnel including Account Clerks, Accounting Specialists, and Accountants.
- Trains, delegates tasks, and oversees work.
- Acts as a backup for all subordinate employees.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree and a minimum of 18 hours of accounting coursework.

Experience:

Required: 24 months experience as a professional Accountant.

Required 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
- Advanced 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 moderate to advanced 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. Use of computer and answer telephone.

Environmental:
Standard Office Environment.

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