

Accounting Manager

Job Code: 6515

Salary Grade: S11

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

Manages general accounting operations, monitors the budget, acts as the liaison between the institution and other agencies, oversees institutional reporting, and maintains records.

- Assumes day-to-day responsibility for organizing and coordinating specialized budget and accounting functions.
- Reviews reports to determine funding status of accounts and recommending action to correct problems.
- Prepares comparative historical funding and expenditure reports.
- Inputs, reviews, and distributes various accounting data to departments.
- Determines appropriateness of funding sources and adequacy of funding.
- Assists in comprehensive reviews of departmental budgets.
- Assists in maintenance and updating of budget development file.
- Formats and processes various budget documents for distribution and publication.
- Assists in budget preparation.
- Reconciles computer summaries to budget targets.
- Responds to complex departmental budget inquiries.
- Prepares correspondence to departments regarding budget status.
- Manages general accounting operations including overall supervision and direction of General Ledger accounting staff. Ensures accurate and timely processing of accounting data to the General Ledger accounting system. Provides direction to the accounting staff involved in maintaining the General Ledger, related interfaces, and supporting records and documents. Provides oversight to accounting staff in determining proper accounting classification and entries.
- Monitors institutional cash and budgets to ensure sufficient balances are available for daily business need. Initiates credit draws on federally sponsored programs.
- May act as the liaison between the institution and the Office of State Finance, and the State Treasurer's Office. Interacts with the Budget Office to maintain the budget and allotment balances of OUHSC funds and State appropriated funds.
- Oversees the institutional financial reporting and related financial surveys. May manage reports including the preparation of year-end financials, University Regent reports, reports to the Office of State, Finance and State Regents, OUHSC management, and other reports as required.
- Maintains accounting records, documents, and related systems comprising the General Ledger application and related interfaces.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's Degree in Accounting, Business Administration, or business related field and a minimum of 18 hours of accounting coursework

Experience:

Required: 60 months experience in general accounting to include 12 months experience in a supervisory role.

Certifications or Licenses:

None

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

Knowledge, Skills, and Abilities

- Detail oriented for accuracy of data and information.
- Highly organized and able to handle multiple projects and deadlines.
- Ability to communicate verbally and in writing.
- Ability to build rapport with students, faculty and staff.
- Ability to supervise staff and communicate directions and expectations effectively.
- Ability to produce reports and complete work within deadlines.
- Strong initiative to solve problems in a timely manner.

Working Conditions

Physical:

- Must be able to work in sitting position. Use of a computer. Communicate effectively and listens. Engage in repetitive motion.

Environmental:

- Standard Office Environment.

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