JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Accounting Specialist Senior

Job Code: 7103

Salary Grade: S07

FLSA Status: Non-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.

Job Responsibilities

Performs routine accounting duties, posting, depositing, quality assurance, report preparation, budget preparation, coordination, data analysis, record maintenance, and financial assistance.

- Assists with modifications to existing accounting systems or in the formulation of new systems.
- Provides guidance and instruction and assists in determining work priorities.
- Performs analysis of various ledger accounts, cash transactions and account deposits.
- Ensures financial transactions are correctly recorded in journals, spreadsheets and databases.
- Prepares a variety of financial reports.
- Monitors accounts, gathering statistical data, and maintaining reports and records.
- Gathers and disseminates a wide variety of information about policies and procedures.
- Makes deposits and prepares all related documents.
- Ensures accuracy and completeness of standardized orders, receipts, and payments.
- Assists in preparation of the budget.
- Coordinates accounting or recordkeeping activities with various departments.
- Maintains records and files used in connection with accounting work.
- Assists supervisor in making sound financial decisions by providing current and accurate financial records upon request and relating pertinent information.
- 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: 36 months experience in accounting/bookkeeping

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.
- Office skills such as multi-line phone, copying, filing, faxing, ten-key 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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