



Supervisory Accountant

Job Code: 7281

Salary Grade: S10

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

Works in conjunction with the Dean, Department Business Administrator, or Head of the department to provide fiscal financial stability for the department.

- 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.
- Examines and solves irregularities.
- Monitors departmental accounts, accounts payable transactions, and spending activity.
- Prepares cost and budget transfers.
- Prepares and enters requisitions and invoices into PeopleSoft for payment.
- Prepares the daily deposit of departmental receipts.
- Produces statements of financial activity based upon monthly departmental business, to include but not limited to section financials, consolidated department financials, and cash flow analysis.
- Initiates cost transfers between various departments and service units.
- Performs intuitive financial analyses for Dean, Department Business Administrator, or Head of the department.
- Recognizes deficiencies in accounting control issues.
- Produces cash flow payback analyses on personnel and physician recruitment.
- Reduces departmental costs and creates more efficient operations.
- Develops accounting policies for the department in order to reduce departmental costs and to create more efficient operations.
- Works in conjunction with the Business Administrator, Dean, or Head of Department to communicate financial information to staff, faculty, and other personnel.
- Acts as a backup to the Business Administrator, Dean, or Head of Department in the approval process of payroll, Professional Practice Plan calculations, and all other financial matters.
- Advises management regarding the effective use of resources and methods to maximize earnings.
- Works with the Business Administrator, Dean, or Head of Department to prepare the annual department budget.
- Prepares financial reports to document activity, substantiate transactions, and report findings.
- Prepares and presents written and verbal financial and cash flow presentations to staff, faculty, and other personnel in a professional setting.
- Manages various financial projects.
- Sets goals for project, sets timeline, appoints members, assigns duties, delegates tasks, ensures goals are met, and finalizes outcome.
- Provides assistance to departmental staff in billing and collecting process, and payroll.
- Answers financial questions as needed.
- Examines and solves irregularities in reconciliation process and other financial processes.
- Ensures the quality of data. Researches inconsistencies and conducts follow-up investigations to solve problems.
- Supervises subordinate personnel including Staff Accountants, Accountants, Accounting Specialists, and Account Clerks.
- Trains, delegates tasks, and oversees work.
- Acts as a backup for all subordinate employees.
- Assists Business Administrator, Dean, or Head of Department in personnel selection.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Bachelor's of Science or Bachelor's of Art Degree and a minimum of 18 hours of Accounting coursework.

Experience:

48 months of experience as a professional Accountant

Certifications or Licenses:

None.

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



Knowledge, Skills, and Abilities

- Advanced knowledge of Accounting principles, practices, methods, and terminology.
- Advanced computer skills in MS Office, accounting software and databases.
- Advanced knowledge of 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 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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