Account and Budget Representative IV (0714)

Basic Purpose/Job Function: Serving as lead supervisor for designated employees and primary departmental bookkeeping specialist.

Examples of Titles Replaced: Budget Technician

Typical Functions May Include:

1. Assuming day-to-day responsibility for organizing and coordinating specialized budget and accounting functions
2. Reviewing reports to determine funding status of accounts and recommending action to correct problems
3. Preparing comparative historical funding and expenditure reports
4. Assisting in maintenance of position control
5. Inputting, reviewing and distributing various data to departments
6. Determining appropriateness of funding sources and adequacy of funding
7. Assisting in comprehensive reviews of departmental budgets
8. Assisting in maintenance and updating of budget development file
9. Formatting and processing various budget documents for distribution and publication
10. Assisting in budget preparation
11. Reconciling computer summaries to budget targets
12. Responding to complex departmental budget inquiries
13. Preparing correspondence to departments regarding budget status
14. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Supervises, trains and evaluates budget, accounting and/or clerical support staff

Supervision Received: Receives limited supervision; determines action to be taken handling all but unusual cases.
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Minimum Qualifications:

- **Education**: Some College
- **Experience**: 18 - 36 months   **Type**: Accounting/Bookkeeping
- **Skills**: Good oral, written and organizational skills; ability to perform basic math functions including fractions and percentages; proficient on spreadsheet and word processing applications.
- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials; may be required to lift, bend, stoop and carry; background check required as a condition of employment
- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.