Staff Accountant II (3409)

Basic Purpose/Job Function: Performing professional, specialized accounting functions requiring a thorough knowledge of generally accepted accounting principles.

Examples of Titles Replaced: Senior Staff Accountant

Typical Functions May Include:

1. Assuring the proper recording and documentation of financial transactions
2. Examining documents for conformance to established policies and procedures and generally accepted accounting standards
3. Preparing financial analyses, forecasts and plans
4. Supervising the preparation of scheduled financial reports
5. Developing and recommending policies and procedures for financial reporting and cost analysis in specialized areas
6. Performing assignments and tasks in a specialized area of accounting
7. Serving as a leader for projects requiring the coordination of information from a variety of sources
8. Designing accounting programs for complex projects and modifying programs to meet changing needs
9. Responding to inquiries and resolving problems relating to accounting practices, issues and activities
10. May supervise and train staff
11. 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: May supervise a small staff.

Supervision Received: Receives limited supervision from designated supervisor.
Staff Accountant II (3409)

Minimum Qualifications:

- **Education**: Bachelor's Degree  
  Type: Accounting or related field with a minimum of 24 hours accounting course work

- **Experience**: 18 - 36 months  
  Type: Professional accounting and supervisory

- **Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; requires contact with other departments and university officials: 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.