Staff Accountant I (3408)

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

**Examples of Titles Replaced:** Accountant, Staff Accountant

**Typical Functions May Include:**

1. Assuring the proper recording and documentation of financial transactions
2. Analyzing, interpreting and presenting financial data, making recommendations and preparing reports
3. Preparing financial statements and expenditure reports and utilizing appropriate adjusting entries
4. Examining documents for conformance to established policies and procedures and generally accepted accounting standards
5. Participating in the design and installation of accounting systems
6. Projecting the financial impact of proposed changes on operating programs or accounting operations
7. Interpreting and explaining accounting policies and resolving problems
8. 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.

**Minimum Qualifications:**

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

- **Experience:** 0 - 24 months  
**Type:** Professional accounting
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- **Skills**: Effective oral and written communication, familiarity with computers and knowledge of computer spreadsheets and general ledger software

- **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.