

Classification Specification: Accountant

Classification Number: 66112 Pay Grade:
Effective Date: April 4, 2014 Current Exemption Status: Nonexempt

Position Summary

Reviews and approves expenditures based on guidelines, regulations and policies to ensure compliance and proper spending of accounts. Identifies and resolves issues of non-compliance. Interprets contracts, and prepares financial reports. Reconciles accounts. Monitors budgets.

Essential/Primary Duties

- Monitors and manages account budgets and expenditures to ensure compliance. Identifies and resolves issues of non-compliance. Reads and interprets contract specifications, guidelines and regulations. Sets up approved budgets and budget modifications. Reviews and approves expenditures. Secures and files appropriate documentation.
- Approves and processes payroll and expense paperwork based on appropriate guidelines. Analyzes payroll and expense accounts, identifies potential problems and determines resolutions.
- Prepares financial reports, including cost share reports, technical reports and/or progress reports. Develops appropriate invoicing and reporting schedules.
- Balances and reconciles accounts. Examines account entries to ensure that standard accounting procedures are followed. Prepares journal entries and budget transfers as needed. Prepares budget vs. expense analysis and budget projections.
- Trains others on account management, reporting and documentation requirements and navigation of the financial reporting system.
- Assists as needed with answering questions on all account related activity and providing information in the absence of other department personnel. Conducts projects as assigned by the supervisor.

Experience and Education

Experience

- One year related experience required

Education

- Some college coursework required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None