

Classification Specification: Accounting Specialist

Classification Number: 16513 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Independently provides a range of accounting functions to support department(s). Monitors, reconciles and reports on monthly department budgets, grants and/or other relevant financial data. Provides overall accounting and clerical support required for day-to-day operations of the department. Audits department records. Communicates financial policies/procedures to the department.

Essential/Primary Duties

- Develops and tracks budgets. Initiates and reconciles budget transactions, including journal entries, department transfers, revenue and orders. Compiles and distributes individualized financial reports, identifies issues and recommends solutions.
- Participates in internal auditing of departmental financial records to ensure accuracy and compliance. Interprets, applies and communicates University, state, and federal policies and procedures to the department.
- Acts as department liaison between budget administrators, faculty, staff, students and University offices for the resolution of financial matters related to University business (e.g., travel, grants and research). May represent the department at University financial meetings.
- Procures supplies and services on behalf of the department. Coordinates shipping and receiving of department mail/packages.
- Collects cash and prepares deposits.
- Provides daily department office support by answering phones, making copies, arranging meetings, greeting guests and responding to inquiries. May supervise student workers.

Experience and Education

Experience

- Six months to one year related experience required

Education

- High school diploma or GED 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 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

Account Clerks or other staff

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.