

1858-PRINCIPAL ACCOUNTS SPECIALIST

Concept of Class: Second level accounting support position. Responsible for adherence to University financial policy and procedures. Identifies, reviews, and resolves accounting support problems. Requires the ability to work independently while performing assigned financial transaction services.

Qualifications: High school diploma/GED and two years general accounts transaction experience. Training/education may be substituted for some of the years of experience. Specific knowledge/skills may be required.

Typical Tasks: (These examples do not include all possible tasks in this classification and do not limit the assignment of tasks in any position of this classification.)

Compile information for financial reports. Perform basic data analysis as needed.

Assist with preparation of grant materials and contract regulations.

Prepare, process and maintain payroll and related documents.

Assist with annual budget preparation activities such as data entry into financial accounting system for budget preparation and year-end closeout.

Complete documents and verify/reconcile for accuracy.

Perform unit account activity such as accounts receivable and/or accounts payable functions: prepare orders, enter transactions, process invoices and deposit receipts.

Establish and maintain manual/computerized files and generate reports. Record maintenance.

Provide basic information regarding accounts policy and procedure.

Identify, review and resolve accounts transaction problems.

May assist with informal orientation and training of other employees on office procedures. May supervise student workers. Not a PELRA Supervisor