

1888-EXECUTIVE ACCOUNTS SPECIALIST

Concept of Class: Third level accounting support position. Responsible for adherence to University financial policy and procedures. Positions in this class have some independent responsibility for maintenance of accounting and budgetary services performed within an office. Positions in this class are responsible for a higher level of activities and/or have more independence.

Qualifications: High school diploma/GED and four years of general accounts transaction experience. Training 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.)

Research, analyze and resolve general accounts transaction problems.

Explain and apply complex policies and procedures.

Assist with annual budget preparation activities and year-end closeout.

Complete complex documents and verify/reconcile for accuracy.

Prepare and audit records and financial reports. Analyze data and redesign report format where necessary. Prepare grant materials and contract regulations. May be responsible for effort certification.

Perform, monitor and/or reconcile accounts transaction activities. Process and/or review account activity with other units/vendors.

Reconcile and audit payroll and related documents.

Establish, evaluate, modify, and maintain manual/electronic file systems. Develop computer-assisted processes, guidelines, procedures or tools.

May select accounts and agencies for assisting with collection activities.

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