

MASTER SPECIFICATION

JOB INFORMATION

Date:	
Official Title:	Accountant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323109
Job Family:	Finance & Accounting

JOB SUMMARY

The Accountant performs a variety of technical accounting and/or auditing work, which requires the application of accounting theory and practices.

NATURE OF WORK

The Accountant is an entry-level professional, non-supervisory, and non-lead position that is responsible for performing accounting functions in helping to prepare financial reports and in examining, analyzing, and interpreting accounting records and financial information in order to advise management and staff. Job responsibilities require a working knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP). Work is performed independently, under general limited, working from established policies and objectives. Problems faced in this position are varied and occasionally ill-defined, requiring investigation and/or research of precedents. Decisions and recommendations made involve non-routine situations within established protocol, guidelines, and/or policies. Errors could easily result in substantial costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Performs entry-level professional accounting work such as performing and reviewing reconciliations, trial balances, journal entries, preparing working papers, schedules and reports.

Examines a variety of accounting documents to verify accuracy of computations.

Ensures that transactions are in accordance with applicable authority, policies, procedures, and are recorded consistent with acceptable accounting standards.

Provides assistance to support staff to demonstrate or explain procedures.

Prepares accounting reports utilizing manual methods and/or computer software.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Accounting or Business Administration with an emphasis on Accounting	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Related work experience	X		