***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Accountant, Financial**

Job Family: Finance, Budget, Accounting, and Internal Audit Sub Family: Accounting - Sponsored Program

**Job Summary:**

The Financial Accountant is assigned to specific fields relating to financial and management accounting in the University’s Administrative and Finance departments. This position will be responsible for developing and maintaining simple accounting principles.

**Essential Functions:**

* Prepare and distribute accurate and timely month-end, quarterly, and year-end close reports and financial information which may include financial charts, cash flow statement, or budget vs. actual variance analysis.
* Responsible for thorough review of all University assigned financial accounts and expenditures. Determine and document budget, financial, and/or fiscal compliance deficiencies and recommend effective controls.
* Maintain performance compliance with University policies and procedures regarding internal, business, fiscal and operational accountability and compliance. Assist in the coordination of responses to internal and other external agencies.
* Identify and investigate compliance deficiencies. Conduct budget, financial, and/or fiscal reviews and make recommendations.
* Support budget and forecasting activities.
* Review University’s financial statements for accuracy and clarity. Collaborate with management and internal/external partners to support University goals and objectives.
* Evaluate financial scope and objectives. Perform testing to accomplish reviews and special projects. Assisting campus departments to correct identified deficiencies as needed.
* Support management with special projects and workflow process improvements.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Accounting, Business Administration, Business, Finance, or related field

Experience: Three (3) years experience in Financial or Management accounting, budgeting, auditing, assessment of Internal controls, or Financial analysis required including one (1) year in relevant accounting specialization.

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1254E

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E40121 AAP Code: 3A