***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, General Financial Services**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Accounting – Financial Services

**Job Summary:**

Under general supervision, the Financial Services Accountant works as a member of the Financial Services General Accounting team. This individual is responsible for developing and maintaining accounting principles, practices and procedures to maintain the general ledger, perform account analysis, assist with financial services reconciliations, prepare budgeting and forecasting, and assist in financial results reporting.

**Essential Functions:**

* Analyze, review and approve/deny purchase requisitions in a timely manner.
* Analyze, review and approve/deny Departmental and General Accounting journal entries to ensure compliance with the cost transfer policy.
* Process payments to other state agencies using the State Accounting System (RSTARS) and record the charge in the University Accounting System.
* Reconcile the Central Billing Bank statement to the ledger and provides input to resolve issues and discrepancies that arise.
* Assist with the billings to University of Maryland Medical Center (UMMC) for cost transfers and Split Funded Employees.
* Act as back up for the Central Billing System.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Finance, Business Administration or business related field. A master’s in business or related field is preferred and may be substituted for two years of experience.

Experience: Three (3) years of experience in financial or management accounting, budgeting, auditing, assessment of internal controls, or financial analysis required.

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: E1260E

SOC Code: 132011 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E30126 AAP Code: 3A