***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 Senior**

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

**Job Summary:**

Perform advanced level review and complex analysis of accounting transactions to ensure completeness, accuracy, and conformance with uniform accounting principles and practices. May supervise staff.

**Essential Functions:**

* Serve as lead department accountant managing the most complex, high-volume accounting projects.
* Define and monitor critical path activities, resolve issues and escalate complex matters as needed to the appropriate contact(s).
* Verify accuracy of transactions and uniform application of policies, procedures, and acceptable standards.
* Receive, analyze, adjust, and prepare various internal/external financial ledgers, schedules, exhibits and summaries along with any assigned databases utilized for financial reporting.
* Examine and ensure integrity/reliability of the financial accounting system (PeopleSoft). Work with principal investigators, faculty, or staff members to identify potential ledger discrepancies between financial system and departmental records.
* Monitor and delegate budgetary transactions (i.e., payroll, accounts receivable, forecasts) on a daily basis.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Finance, or Business Administration Experience: 3 years accounting related experience using general acceptable accounting principles.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

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

Job Code: E1202E

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359008

USM eCode: E40121 AAP Code: 3A