***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**

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

Sub Family: Accounting - General

**Job Summary:**

Performs, reviews and analyzes accounting transactions insuring completeness, internal accuracy, and conformance with uniform accounting practices.

**Essential Functions:**

* Administers and maintains assigned accounts to verify accuracy of transactions and uniform application of policies, procedures, and acceptable standards.
* Receives, analyzes, adjusts, and prepares various internal/external financial ledgers, schedules, exhibits and summaries along with any assigned databases utilized for financial reporting.
* Examines and ensures integrity/reliability of the financial accounting system (PeopleSoft). Works with principal investigators, faculty, or staff members to identify potential ledger discrepancies between financial system and departmental records, providing statistical information to isolate these areas and recommending new procedures to prevent deviations or undesirable accounting trends.
* Monitors and delegates assigned budgetary transactions (i.e., payroll, accounts receivable, forecasts) on a daily basis.
* Provides general research and overview of various procedures and programs for billing, receipt, collection, deposit, allocation of revenue to verify that the system is generating the appropriate entries.
* At higher levels essential duties may include increased complexity, independence, and responsibility, as well as additional supervisory requirements such as incumbent training, performance management, and quality assurance.
* Perform other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Finance, or Business Administration Experience: Two (2) years of 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: E1201D

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359008

USM eCode: E40121 AAP Code: 3A