***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: **Analyst, Accounting**

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

Sub Family: Accounting - General

**Job Summary:**

Performs professional level accounting work for a specific function, such as: collections, payroll, accounts payable, or another specialty that require expertise in accounting practice.

**Essential Functions:**

* Applies knowledge of accounting practice to area of specialty to assure that transactions are properly handled.
* Resolves problems that require a working knowledge of accounting principles. Uses independent judgment to determine acceptable options to resolve.
* Prepares and/or reviews reports to accurately convey results in accordance with generally accepted accounting principles.
* May provide leadership to others working in same accounting specialty.
* Examines a variety of documents for completeness, internal accuracy and conformance with uniform accounting principles.
* Interprets results of accounting reports to others. Prepares reports, spreadsheets, graphs, charts and related documents to convey accounting information
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Finance or Business Administration Experience: Two (2) years of experience with a working knowledge of an accounting specialty area, such as collections, payroll, accounts payable/recievable, etc.

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: E1235D

SOC Code: 132011 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E40126 AAP Code: 3B