

Job Title	Financial Accountant III
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	3

Job Summary

The Financial Accountant III, under direction, performs advanced professional accounting tasks at a University level within the Division of Finance.

Essential Duties and Responsibilities

- Performs advanced assignments involving the recording, examining, and analyzing of financial records, documents or reports
- Computes financial data
- Analyzes and prepares University-wide reports
- Monitors accounts. Identifies financial discrepancies and budget shortfalls and informs management. Forecasts expenditures
- Formulates and implements new procedures
- Audits financial transactions for accuracy and conformance with established standards and procedures
- Serves as a resource in solving accounting or financial problems. Assists in policy and procedural compliance issues
- Initiates transactions to various accounts
- Assigns object codes
- May open and close accounts

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree or an equivalent combination of training and experience.

Experience – Four years accounting experience in a business office.

Knowledge of – Knowledge of word processing and spreadsheet software.

Ability to – Ability to multitask and work cooperatively with others. Oral and written communication skills. Customer service and problem solving skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements