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| Job Title | Financial Accountant IV |
| Job Code | |
| Exempt Status | Exempt *Exemption may be subject to the applicable salary requirements from the Department of Labor |
| Position Status | |
| EEO Classification | 3 |

Job Summary

The Financial Accountant IV, under direction, performs lead accounting tasks at a University level within the Division of Finance.

Essential Duties and Responsibilities

- Serves as lead accountant and provides technical expertise in assignments involving the recording, examining, and analyzing of financial documents
- Designs and evaluates processes, controls and procedures
- Computes financial data. Analyzes and prepares University-wide reports, operating reports, financial records and ratios
- Provides guidance to other accountants. Serves as a resource in solving accounting or financial problems
- Approves the release and transfer of funds. Approves transactions as needed. Assigns object codes
- Demonstrates mastery in a specialized financial field
- May train other departmental staff and end users
- Resolves policy and procedural compliance issues
- Identifies financial discrepancies and budget shortfalls and informs management
- Monitors, opens and closes accounts forecasts expenditures. Performs analyses of complex multiple 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 – Five 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