

AgriLife Classification Description

Last Updated: 6/15/07

8601
FINANCIAL ACCOUNTANT I
04/15/02

SUMMARY

General Description: Performs entry-level professional accounting tasks at a University level within the Division of Finance.

DUTIES

Typical: Performs detailed assignments involving the recording, examining, and analyzing of financial records, documents or reports; prepares and analyzes financial transactions; reconciles accounts; assigns object codes; may research discrepancies and report findings; answers general accounting questions; provides technical assistance regarding accounting procedures; performs related duties as required.

SUPERVISION

Received: Instruction and regular review from administrative supervisor.
Given: None.

EDUCATION

Required: Bachelor's degree or any equivalent combination of training and experience.
Preferred: Bachelor's degree in accounting.

EXPERIENCE

Required: One year as a Financial Specialist III, any equivalent combination of training and experience (eight years experience with a high school diploma or four years with an Associate degree), or a degree and some accounting experience in a business office.
Preferred: Experience in higher education.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.
Preferred: Professional Certification.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Excellent oral and written communication; customer service and problem-solving skills. Ability to comprehend and apply rules and regulations. Working knowledge of word processing and spreadsheet programs preferred. Use of standard office equipment, microcomputers and terminals in a mainframe environment.