

# AgriLife Classification Description

Last Updated: 6/15/07

8602  
FINANCIAL ACCOUNTANT II  
04/15/02

## SUMMARY

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

## DUTIES

**Typical:** Performs complex assignments involving the recording, examining, and analyzing of financial records, documents or reports; computes financial data; assists in policy and procedural compliance issues; reconciles accounts; initiates transactions to various accounts; assigns object codes; recommends new procedures or changes to existing ones; researches discrepancies and reports findings; assists in solving accounting or financial problems; provides technical assistance regarding accounting procedures; may open and close accounts; may audit financial transactions for accuracy and conformance with established standards and procedures; performs related duties as required.

## SUPERVISION

**Received:** Instruction and periodic 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:** Two years as a Financial Accountant I, any equivalent combination of training and experience (ten years experience with a high school diploma or six years with an Associate degree), or a degree and two years of 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. Practical knowledge of governmental and higher education operations in a specialized field. Working knowledge of word processing and spreadsheet programs preferred. Use of standard office equipment, microcomputers and terminals in a mainframe environment.