

AgriLife Classification Description

Last Updated: 6/15/07

8604
SENIOR FINANCIAL ACCOUNTANT
04/15/02

SUMMARY

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

DUTIES

Typical: 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; approves the release and transfer of funds; approves transactions as needed; 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; serves as a resource in solving accounting or financial problems; assigns object codes; performs analyses of complex multiple accounts; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: General instruction to Financial Accountants I, II and III.

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 III, any equivalent combination of training and experience (fourteen years experience with a high school diploma or ten years with an Associate degree), or a degree and six years accounting experience in a business office.

Preferred: Knowledge of 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 in a complex environment. Practical knowledge of governmental and higher education operations in specialized field. Working knowledge of word processing and spreadsheet programs. Use of standard office equipment, microcomputers and terminals in a mainframe environment.