

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

Job Summary

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

Essential Duties and Responsibilities

- 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. Recommends new procedures or changes to existing ones
- Reconciles accounts. Researches discrepancies and reports findings
- Initiates transactions to various accounts
- Assigns object codes
- 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

Assures compliance with all unit, department, university standards, policies and procedures. 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 equivalent combination of education and experience.

Experience – Two years of accounting experience in a business office

Knowledge of – None

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