



**Position Title:** Accounts Specialist II  
**Reports To:** Supervisor  
**Department:** Accounting Services  
**Prepared By/Date:** Jennifer C. Brito/04-27-2009  
**Approved By/Date:** Gregory Knott/11-22-2011  
**Revised:** Donna French/11-22-2011

**Job Code:** 4403  
**Job Group:** SNE  
**Salary Grade:** 7  
**FLSA Status:** Non-Exempt

**Summary:**

This is advanced accounting and clerical work in maintaining, auditing, examination, analysis and verification of fiscal budget or payroll records. Responsible for assigned phases of auditing work but is capable of performing all functions of the position. Work differs from that found in the Accounting Clerk I class in that these positions require advanced knowledge of bookkeeping and auditing practices.

**Essential Duties and Responsibilities:**

- Maintains record of expenditures by departments form capital budget allotment; checks and posts invoices in internal accounting records
- Acts as a budget control supervisor
- Maintains current balance of accounts
- Performs monthly audits of accounts
- Records cash received for research accounts; records all grants receivable for research
- Audits governmental contract accounts; audits items of expenditures; makes journal entries, manages student account section
- Reconciles bank statements; types A/R statement; processes journals; prepares cash receipts; verifies invoice extensions; aids in preparation of investment register
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of accounting principles and methods and their application to the development, installation and audit of accounting systems
- Knowledge of the laws, rules and regulations relating to the financial records of the institution
- Knowledge of office practices and procedures
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals
- Ability to keep records and to prepare and submit reports
- Ability to operate standard office and accounting equipment
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work in a multi-ethnic and multi-cultural environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma and three (3) years of experience in accounting supplemented by college coursework in accounting or bookkeeping; or any equivalent combination of experience and training

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name