

	Prior 7/1/2004	After 7/1/2004
Class Code:	1427	1427
Title:	Accountant	Accountant
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### **Title: Accountant**

#### **Job Summary:**

This is work applying generally accepted accounting principals and procedures in working with specialized accounting records and reports.

#### **Example description of duties (not all inclusive):**

Prepares statements, reports, and/or supporting work-papers related to an assigned area of responsibility.

Reconciles bank accounting records and statements.

Assists in the preparation of annual operating budget requests.

Balances, reconciles, and audits all adjustments made within the accounting month.

Maintains or monitors an accounting system and internal control procedures.

Conducts special cost and/or budgetary studies, analyzes findings, and prepares proposals concerning accounting improvements.

Monitors departmental accounts for specific projects for compliance with applicable regulations.

Receives subsidiary records and prepares appropriate billings.

Reviews automated financial reports for accuracy, completion, and propriety.

Processes accounting input source documents (i.e., billings, invoices, receipts, payment codes, cash sheets, account receivable records, inter-fund billing, and expenditure records).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.