

ACCOUNTANT I*

Function on Job:

Under general supervision from designated supervisor and/or more senior accountant(s), perform routine accounting duties in accordance with established procedures/policies in an assigned area of accounting.

Characteristic Duties and Responsibilities:

1. Prepare financial statements/reports on an account or group of accounts for various managers, sponsors, granting agencies and/or accounting or payroll departments.
2. Open and close new accounts within guidelines established by the college/university.
3. Examine and review transactions for correct classification/appropriateness of expenditures, and resolve differences with departments and/or sponsors.
4. Initiate and process journal entries to the various accounts and ledgers.
5. Coordinate account activity with account source.
6. Answer questions and solve problems dealing with account status.
7. Control account balances and reconcile differences between various account balances and external sources of comparison.
8. Review monthly account statements/reports to verify compliance with conditions specified by the source of funding.
9. Maintain files which support account or payroll activity.
10. Assign work, train support staff and provide guidance on performance of clerical duties.
11. Assist in the year-end closing of accounts and in the preparation of schedules for financial or payroll reports.
12. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. University graduation with at least 12 semester hours course work in Accounting, or equivalent and two years of related experience.
2. Computer skills as required by department and some familiarity with a financial information system.

Additional Desirable Qualifications:

1. Knowledge of college/university business policies and practices.
2. Supervisory skills.

10/11/04

System Approval

8/23/04

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 10/1/75, revised 7/30/80 and 5/10/94.