

ADMINISTRATIVE ACCOUNTING SPECIALIST*

Function of Job:

Under general direction of designated supervisor, responsible for providing administrative and financial management of departmental budget(s) which may include numerous complex accounts and/or grants/contracts; for preparation of periodic financial reports; and for managing all data processing functions associated with the input/maintenance of financial data utilizing the Financial Information System.

Characteristic Duties and Responsibilities:

1. Responsible for complex departmental accounting functions, for an annual budget of \$1 million or more, which may include any or all of the following: management of grants/contracts; recommendations for budget projections and/or preparation of same; monitoring of expenditures against numerous accounts; initiating and/or authorizing budget changes; indirect cost recovery; initiating and/or approving movement of funds between accounts; initiating requests for creating account numbers.
2. Responsible for all data processing, financial and/or marketing functions, and supervise input of financial transactions to the USNH Financial Information System.
3. Supervise, train, evaluate and assign work to staff as assigned.
4. Prepare financial/administrative reports and/or other materials for Administrators, Deans, faculty chairs, project leaders and/or federal agencies, as applicable.
5. Manage the purchase and maintenance of equipment utilized.
6. Interact directly with and provide advice/counsel to various constituencies which may include faculty, Research Office, SPAO, Business Office, vendors, Dean's offices, computing services, Purchasing, other accounting offices, mail services and the general public.
7. Interpret USNH financial policies and/or government agency regulations for others, as delegated; develop and maintain departmental internal operating procedures.
8. Coordinate departmental and/or payroll matters, researching related problems for possible solution, providing appropriate input to department head.
9. Oversee registration process for participants in various programs offered by department/unit.
10. Act as department/unit representative at various meetings and/or committees as assigned.
11. May have own signature authority in matters related to accounts.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Accounting and one year of related experience involving accounting responsibilities.
2. Supervisory and administrative abilities.
3. Experience in grant/contracts financial management if required by hiring department.
4. Understanding of programming terminology and familiarity with computer-based procedures.
5. Experience with computer terminals and equipment trouble-shooting.
6. Knowledge of budgeting procedures and systems development.
7. Knowledge of computerized registration, mail list and marketing systems, if required by hiring department.

Additional Desirable Qualifications:

1. Previous experience with college/university Financial Information System or similar system.

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 9/22/88