
Functional Title:	Accounting Associate	Job Code:	0002-CS559
Classification Series:	Accounting/Bookkeeping	Band/Zone:	H1
Department:	Accounting, Accounts Payable, Bursar & Purchasing	FLSA:	Non exempt
Date:	December 2008		

General Function:

Performs a variety of advanced administrative tasks requiring substantial discretion and independent judgment related to overseeing the daily operations of Accounting, Accounts Payable, Bursar & Purchasing.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees operations related to accounting, accounts payable, bursar or purchasing; sets priorities; ensures smooth work flow; enforces policies and procedures; ensures work product meets professional standards.
- 2) Serves as informational resource to staff; provides routine and non-routine to university departments, students, and/or vendors; makes recommendations regarding process flow/improvement; investigates and resolves problems or difficulties related to accounting, accounts payable, bursar or purchasing.
- 3) Performs a variety of advanced administrative tasks which may include, monitor and maintain departmental budget, daily printing of checks, direct deposit of funds, creating and maintaining databases, preparing and reviewing documentation, software testing, analyze and recommend award on various bid specifications, etc.
- 4) Directly supervises staff, enforces policies and procedures; establishes schedules and assigns tasks; reviews and evaluates performance.
- 5) Gathers and analyzes statistical information regarding admission, registration or financial assistance programs and activities; produces reports. Monitors and reviews data entry; ensuring practices and standards.
- 6) Maintains and monitors unit's budget; prepares requisitions and purchase orders; authorizes limited expenditures.

Reporting Relationships:

Direction Received: Reports to upper level administrator (i.e. Director, Dean, Department Chair, etc.).

Direction Given: Direct supervision of 3 - 8 classified employees.

Minimum Requirements:

Requires twenty-four months of coursework or training beyond high school and three years of related experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of unit's operations, policies, and procedures; knowledge of computer and office applications; budgeting skills; knowledge of ; oral and written communication skills; ability to work with people with diverse backgrounds. Requires supervisory and research skills.

Working Conditions:

Generally typical office environment. May have periodic assignments which entail dealing with modestly unpleasant conditions.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular positions. Employees may be requested to perform job-related tasks other than those specifically presented in this description. For jobs occupied by more than one employee, the identification of non-essential functions shall be determined from the individual's position description.