

## **Finance Job Function**

### **Accountant II**

**Grade:** 56

**Job Code:** F0056P

**Job Family:** Accounting

**Job Family Matrix:** [Accounting \(Finance\) Matrix](#)

#### **Summary**

Independently perform a variety of accounting activities including: posting journal entries, reconciling accounts and preparing reports.

#### **Core Duties**

- Prepare and post journal entries
- Perform monthly, quarterly, and year end closings
- Prepare account reconciliations ensuring appropriate documentation, identifying variances, reconciling balances, and updating descriptions.
- Prepare financial reports
- Act as an accounting resource for a school/unit's financial community
- May assist in tax or financial statement preparation
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations

#### **Basic Qualifications**

- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 3 years' relevant work experience

#### **Additional Qualifications and Skills**

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic accounting principles
- Demonstrated experience with financial systems and data query tools

#### **Certificates and Licenses**

#### **Physical Requirements**

#### **Working Conditions**

- Work is performed in an office setting