

## Finance Job Function

### Accountant III

Grade: 57

Job Code: F0057P

Job Family: Accounting

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

#### Summary

Independently perform complex accounting activities including: reconciliations, analysis, and financial reporting.

#### Core Duties

- Perform complex accounting transactions
- Reconcile complex accounts, identify variances, and verify the accuracy of journal entries to the general ledger
- Provide technical advice and problem resolution for a school/unit financial community on varied accounting issues
- Provide financial reports to management
- May prepare tax documentation and/or financial statements
- 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 5 years' relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of accounting principles and tax regulations
- Demonstrated experience with financial systems and data query tools

#### Certificates and Licenses

- CPA Preferred

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting