

Finance Job Function

Accountant IV

Grade: 58

Job Code: F0058P

Job Family: Accounting

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

Summary

Facilitate complex accounting activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.

Core Duties

- Review and approve staff-developed journal entries
- May function as subject matter expert or project lead on accounting
- Responsible for complex analysis
- Develop accurate and timely financial reporting
- Implement solutions for complex accounting and financial reporting issues
- May prepare tax documentation and financial statements
- Enhance the control environment by monitoring accounting processes and systems; may recommend process changes and improvements
- Provide staff mentoring and training
- 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 7 years' relevant work experience

Additional Qualifications and Skills

- MBA or Master's degree in relevant field preferred
- 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