

Class Code: 5000  
Occ. Area: 01  
Work Area: 000  
Prob. Period: 12 mo.  
Prom. Line: None  
Effective Date: 09/01/16  
Last Action: Rev.

## **ACCOUNTING ASSOCIATE**

### **Function of Job**

Under administrative direction, employees apply professional level accounting expertise in the management and/or administration of a University/Agency accounting or other financial program. Performs professional level accounting work which is characterized by independent discretion, strategic planning, and may perform supervisory responsibilities for staff and/or job function. Various job duties are also characterized by high impact activities that may affect more than one department or division. Position requires knowledge of the theories, principles, practices, and terminology of accountancy.

### **Characteristic Duties and Responsibilities**

1. Directly handles and/or provides leadership and direction in the resolution of complex managerial problems. Provides technical advice and services to department or campus leadership and/or operating managers, interpreting accounting reports, identifying problem areas, developing innovative solutions, and implementing strategies.
2. Provides direct and/or indirect supervision of professional level accounting and support staff. Plans, assigns, and reviews work activities, counsels subordinates, evaluates job performance, and approves or recommends personnel actions.
3. Provides expert technical advice to management and administration on complex accounting or financial issues. Recommends actions or alternatives to be taken by management based on accounting or other financial data.
4. Provides administrative direction in the development of comprehensive accounting or financial systems, policies and procedures and ensures compliance with applicable rules and regulations. Manages or assists in managing the development, adaptation, and revision of specialized accounting or financial systems to meet the needs of an institution/agency.
5. Participates in providing direction in the preparation of annual reports and financial statements for department or university management, state and federal agencies reflecting the status of the entire institution, or legislative leadership.
6. Performs other related duties as assigned.

**MINIMUM ACCEPTABLE QUALIFICATIONS**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree with a major in Accountancy or a related field AND two (2) years of professional level accounting experience.

OR

- (B) Possession of a current registration as a Certified Public Accountant, Certified Management Accountant, or a valid License to practice Public Accounting.

OR

- (C) Master's degree in Accountancy or a related field.

2. Additional education, training, and/or work experience in an area of specialization inherent to the position may be required.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of economic and accounting principles and practices, as well as relevant laws and regulations; ability to apply accounting theory to very complex accounting problems.
2. Ability to exercise independent judgment.
3. Ability to present accounting or financial data in a clear and concise manner to both technical and non-technical users.
4. Ability to collect and organize accounting data, interpret its significance, and prepare accurate financial reports.
5. Ability to apply mathematical methods and principles to accounting related problems.
6. Ability to solve difficult and complex accounting and related financial problems.
7. Ability to communicate appropriately regarding accounting and financial issues, and exercise tact when solving controversial problems.
8. May require the ability to direct and manage the activities of subordinates engaged in accounting activities.
9. Working knowledge of computers, computer systems, and accounting software.
10. Ability to work well with others.
11. Knowledge of word processing, managing files and records, designing forms, managing inventory, etc.

12. Ability to assess customer needs, meet quality standards of service, and evaluate customer satisfaction.
13. Ability to compose complex written material; knowledge of grammar and punctuation, spelling, etc.