

Job Family	Finance	Job Summary	Involves accounting functions such as analyzing, monitoring, preparing and reconciling financial information to reflect the condition of the organization and provide financial and other statistical data to control operations. Also may involve preparation of financial reports to meet internal and external reporting requirements. May include activities relating to developing, implementing and monitoring accounting systems, policies and procedures.		
Job Function	Accounting				
Category	Professional				

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Job Title	Gen Accountant 1	Gen Accountant 2	Gen Accountant 3	Gen Accountant 4	Gen Accountant 5
Job Code	7737	7736	7735	7734	5970
Tracking Code	A0158	A0159	A0160	A0154	A0153
Per. Program	PSS	PSS	PSS	PSS	MSP
FLSA	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
Generic Scope	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.	Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. Directs programs with organization-wide impact (or may have impact beyond the University) that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.
Custom Scope	Uses professional accounting concepts. Applies established accounting practices and procedures in analyzing and reporting accounting data. Normally receives detailed instructions on accounting assignments. Contact with others is primarily internal; some contact with outside reporting agencies and / or accounting / financial resources. Works on problems of limited scope. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.	Uses professional accounting concepts. Completes accounting assignments that are of moderate scope where analysis of data requires a review of a variety of factors and multiple sources. Exercises judgment within defined accounting procedures and practices to determine appropriate action. Has contact with internal and external resources on a regular basis. Applies policies and procedures to resolve a variety of accounting issues.	Uses professional accounting concepts as a seasoned, experienced professional with a full understanding of accounting practices and organizational policies and procedures to resolve complex assignments where analysis of data requires a review of a variety of factors and multiple sources. Exercises judgment within defined accounting procedures and practices to determine appropriate action. Normally receives general instructions, with detailed instructions provided on complex new assignments and initiatives. Has contact with internal and external resources on a regular basis. Demonstrates good judgment in selecting methods and techniques for obtaining solutions.	Uses advanced accounting concepts and organizational objectives to resolve highly complex issues. Regularly works on highly complex accounting assignments that are of diverse scope requiring analysis of identifiable factors using multiple accounting and financial sources. Demonstrates good judgment in selecting methods and techniques for obtaining solutions, completing analysis and developing recommendations. Normally receives little instruction on day-to-day work, with general instructions provided on new or unique accounting assignments. Interacts with senior internal and external contacts on matters of some significance to the accounting organization.	Having wide-ranging accounting-related experience, uses expert accounting concepts and standards and organization objectives to resolve complex accounting issues. Handles assignments where analysis of data requires an in-depth evaluation of variable factors and multiple sources of accounting and finance related information. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results. Determines methods and procedures on new assignments. Internal and external contacts often pertain to accounting and financial reporting matters of significance to the department and the organization. Is considered a subject

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					matter expert and often recognized as an expert externally in the industry.
Key Resp 01	Uses general accounting system.	Maintains one or more general accounting systems.	Helps implement and / or maintain one or more general accounting systems.	Develops, implements, and / or maintains one or more general accounting systems.	Leads development, implementation, and maintenance efforts in one or more comprehensive and complex general accounting systems.
Key Resp 02	Helps prepare journal entries.	Prepares basic journal entries, and maintains and / or reconciles ledger accounts.	Prepares journal entries, and maintains and / or reconciles ledger accounts.	Prepares journal entries, and maintains and / or reconciles complex ledger accounts.	Leads others in the preparation, maintenance, and reconciliation of journal entries and general ledger accounts.
Key Resp 03	Uses and applies accounting practices and standards in the completion of work assignments.	Provides record of assets, liabilities, and other financial transactions.	Provides record of assets, liabilities, and other financial transactions.	Provides record of assets, liabilities, and other financial transactions.	Provides record of assets, liabilities, and other financial transactions.
Key Resp 04	Assists in balancing books periodically and helping prepare financial statements.	Balances books periodically and helps prepare financial statements.	Balances books periodically and prepares financial statements.	Balances books periodically and prepares profit and loss, income and balance sheet statements.	Balances books periodically and prepares profit and loss, income and balance sheet statements.
Key Resp 05	Under direct supervision, responsible for providing analytical support for simple to moderate accounting projects.	Interprets reports and records for administrators and managers.	Interprets reports and records for administrators and managers.	Interprets complex reports and records for administrators and managers.	Interprets complex reports and records for administrators and managers.
Key Resp 06			Participates in gathering data from the general ledger for the collection of information for Unrelated Business Income Taxes (UBIT), preparing summary schedules, and answering questions from departments or coordinating resolution of issues involving other departments or functions.	Under supervision of manager / supervisor, may have responsibility for coordinating the collection of information for Unrelated Business Income Taxes (UBIT), preparing summary schedules, and answering questions from departments or coordinating resolution of issues involving other departments or functions.	Under general review of manager / supervisor, may have responsibility for coordinating the collection of information for complex and unique Unrelated Business Income Taxes (UBIT), preparing summary schedules, and answering questions from departments.
Key Resp 07			Provides analysis for complex accounting projects.	Applies advanced accounting concepts to perform highly complex technical analysis to understand past performance and determine present and future performance and / or resource allocations.	Performs the most complex and advanced analysis techniques, understands past performance and determines present and future performance and / or resource allocations.
Key Resp 08				Maintains receipts and disbursement reports.	Provides guidance to others in department and may serve in a "lead"

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					capacity on project assignments.
Key Resp 09					
Key Resp 10					
Key Resp 11					
Key Resp 12					
Key Resp 13					
Key Resp 14					
Key Resp 15					
Education 1	Associate degree in related area or Bachelor's degree in related area and / or equivalent experience / training.	Associate degree in related area or Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area.	Bachelor's degree in related area.
Education 2					
Education 3					
Education 4					
License 1					
License 2					
License 3					
License 4					
Cert 1				Professional certification preferred.	Professional certification preferred.
Cert 2					
Cert 3					
Cert 4					
Spec Cond 1					
Spec Cond 2					
Spec Cond 3					
Spec Cond 4					
KSA 01	Basic accounting-related skills.	Knowledge of accounting function and assignments.	Thorough knowledge of accounting function and assignments.	Advanced knowledge of accounting function.	Expert level accounting-related knowledge and skills; in-depth knowledge of the accounting function.
KSA 02	Ability to gather, organize, and perform basic accounting related analysis to complete work assignments.	Ability to apply more advanced accounting concepts to complete work assignments.	Ability to independently gather, organize, and perform accounting-related analysis to complete work	Ability to extract, verify, and compile accounting information from multiple sources to complete work assignments.	Ability to gather, organize, analyze, and report on data that is complex in nature.

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KSA 03	Ability to effectively communicate verbally and in writing.	Demonstrated ability to effectively present information verbally and in writing.	Proven ability to effectively present information verbally and in writing.	Advanced ability to effectively present complex accounting and finance related information verbally and in writing.	Expert ability to effectively communicate complex information to management verbally and in writing.
KSA 04	Basic knowledge of financial transactions and systems, as well as related policy, accounting, and regulatory compliance requirements.	Working knowledge of financial transactions and systems, as well as related policy, accounting, and regulatory compliance requirements.	Thorough knowledge of financial transactions and systems, as well as related policy, accounting, and regulatory compliance requirements.	Advance experience using financial transactions and systems, as well as related policy, accounting, and unique regulatory compliance requirements.	Highly experienced using financial transactions and financial systems, as well as related policy, accounting, and unique and complex regulatory compliance requirements.
KSA 05	Basic knowledge of common desktop / web applications.	Working knowledge of common desktop / web applications.	Thorough knowledge of common desktop / web applications.	Advanced knowledge of common desktop / web applications.	Expert knowledge of common desktop / web applications.
KSA 06		Knowledge of analytical procedures used in accounting projects of moderate scope.	Thorough knowledge of analytical procedures used in accounting projects of moderate to semi-complex scope.	Advanced knowledge of analytical procedures used in accounting project of complex scope.	Expert knowledge of analytical procedures used in accounting projects of complex scope which involve unique issues.
KSA 07				Understanding of the interrelationship between procedures and desired results.	Advanced understanding of the interrelationship between procedures and desired results.
KSA 08					
KSA 09					
KSA 10					
KSA 11					
KSA 12					
KSA 13					
KSA 14					
KSA 15					
Environment	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.
Career Path 1	Gen Accountant 2	Gen Accountant 3	Gen Accountant 4	Gen Accountant 5	Finance > Accounting > Supervisory and Management
Career Path 2					
Career Path 3					
Career Path 4					
Career Path 5					

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Career Path 6					