Definition:
Under general supervision, this project position performs professional duties in the field of accounting in accordance with Generally Accepted Accounting Principles (GAAP).

Distinguishing Characteristics:
Perform professional accounting duties such as preparing reports and analyzing, interpreting and summarizing fiscal data in accordance with GAAP. Develops an understanding of applicable state and federal guidelines for accounting and reporting procedures.

Typical Work:
Prepare a variety of accounting reports and transactions such as generating interagency billings and recording receivables; (40%)

Assist higher-level accountants or fiscal officers with accounting summary information, analysis of financial reports and/or development/documentaton of operating procedures; (10%)

Reconcile selected bank statements and subsidiary systems to the general ledger (e.g., AFRS, fixed assets); prepare journal vouchers reflecting expenditures and transfer of funds; (10%)

Reconcile letter of credit monthly/quarterly activity and prepare reporting to Department of Education, HHS and others as required; (1%) Set up new accounts in the accounting system, post receivables, prepare adjusting journal entries, and monitor status of cash available; (10%)

Review for allowable cost of meals and light refreshments in accordance with university guidelines; (2%)

Prepare/monitor cash requests and reconciliations for work study programs, including off-campus timesheets; (3%)

Prepare financial aid reconciliations and reports for various state and federal programs; (15%)

Prepare due diligence notification for unclaimed property. Prepare related state reports; (1%)

Determine taxable income for non-resident aliens; prepare IRS Form 1042 and others as identified; (1%)

May assist with travel accounting functions, as needed; (1%)

Assist with fiscal year end closing entries and financial statement preparation; (1%)

Distribute hard copy reports as needed; Perform other related duties as required. (5%)