

UNIVERSITY OF SOUTHERN CALIFORNIA

Accountant I

Job Code: 113419

OT Eligible: Yes

Comp Approval: 1/1/2007

JOB SUMMARY:

Applies the principles of accounting to review, prepare, reconcile and analyze accounting records and documentation and financial reports. Assists in the development of financial projections and forecasts.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|--|
| _____ | _____ | Monitors, reviews and verifies accounting records and transactions for accuracy, timeliness and adequacy of supporting documentation. Ensures compliance with internal policies, agency rules and regulations, and generally accepted accounting principles. |
| _____ | _____ | Determines current financial balances to produce schedules, summary reports, trial balances, income statements, and/or other accounting and financial documents in accordance with generally accepted accounting principles. Prepares financial reports from available accounting data following prescribed formats, as needed. Reviews and analyzes reports for accuracy prior to distribution. |
| _____ | _____ | Identifies problems and interacts with internal and/or external contacts, as required, to correct deficiencies and/or discrepancies. Rejects and returns documentation as appropriate. |
| _____ | _____ | Reconciles accounts to the university financial system. Researches and resolves problems and adjusts accordingly. Ensures supporting documentation exists for audit purposes. |
| _____ | _____ | Serves as a resource for funding agencies and/or other organizations to provide requested or required financial information and reports. Clarifies or researches issues as necessary. |
| _____ | _____ | Assists in developing and maintaining automated systems and procedures. Provides input for the development of accounting applications, reports, forms, records and documented procedures. |
| _____ | _____ | Advises on university financial policies and procedures, agency laws and regulations, and generally accepted accounting principles. |
| _____ | _____ | Maintains currency with laws and regulations governing accounting policies and procedures. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

- Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

1 year

Minimum Field of Expertise:

Knowledge of generally accepted accounting principles including fund accounting

Preferred Education:

Bachelor's degree

Preferred Experience:

2 years

Preferred Field of Expertise:

Knowledge of University financial systems plus a strong knowledge of computers and accounting applications

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Research
- Statistical analysis

Skills: Machine/Equipment:

- Adding machine
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment

Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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