



**Job Specification**

**Job Title: Accountant I**  
**BCAT Code: 505X AL**  
**Pay Grade: G11**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Performs entry-level duties in the maintenance of accounting records for a department or college.

**Examples of Duties**

- Audits and processes all payments received by the University.
- Audits and processes refunds owed to students for dropped classes, etc.
- Monitors student accounts.
- Assists in preparing monthly, quarterly, and annual financial statements and reports.
- Reconciles and posts accounts to the General Ledger.
- Assists in preparing cash needs analyses.
- Provides customer service and cashiering services.
- Prepares bills and invoices, such as student notices of payment, etc.
- Prepares bank deposits.
- Maintains files on loans.
- Audits and balances payrolls.
- Resolves discrepancies in accounting records.
- Monitors compliance with applicable laws, policies, and procedures.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of basic accounting practices.
- Knowledge of university rules, policies, and procedures.
- Knowledge of computer and information systems and accounting software (e.g. Peoplesoft Spectrum, MS-Excel, MS-Word, MS-Access, etc).
- Knowledge of business and financial management practices.
- Demonstrated math skills.
- Effective communication, time management, and organizational skills.

**Minimum GSU Hiring Standards**

Bachelor's degree; or high school diploma or GED and four years bookkeeping or accounting experience; or a combination of education and experience. Must be bondable for some positions.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*