



Job Specification

Job Title: Accountant II
BCAT Code: 430X AC
Pay Grade: G13

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

General Description

Performs professional level duties in maintaining various 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.
- Prepares monthly, quarterly, and annual financial statements and reports.
- Balances and posts accounts to the General Ledger.
- Prepares cash needs analyses.
- Approves cash advances, travel requisitions, etc.
- 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.
- Reconciles bank accounts.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of professional level accounting principles and 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 and two years experience; or a high school diploma or GED and six 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.