



Job Specification

Job Title: Accountant, Senior
BCAT Code: 430X AT
Pay Grade: G17

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

General Description

Performs advanced level accounting functions to include moderate oversight and daily management of accounting activities in a unit/office/division to include, auditing, financial reporting, reconciliations, general ledgers, compliance, grants & contracts, budgets, accounts payable/receivables, policies and procedures.

Examples of Duties

- Evaluates and advises staff and faculty on guidelines on applicable financial laws, policies, and procedures.
- Assists with the development and implementation of policies and procedures related to the general operation of accounting unit.
- Provides oversight, advisement, and implementation of accounts receivables and payables management, financial reporting, auditing, general ledgers, compliance, and reconciliations.
- Trains and supervises accounting staff and/or student assistants.
- Serves as a liaison between the accounting unit and other entities in the university.
- Maintains and updates accounting records.
- Determines appropriate approach in resolving advanced accounting challenges.
- Performs other advanced accounting duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of local, university, state, and federal policies and procedures.
- Knowledge of standard and advanced accounting procedures and practices.
- Knowledge of accounting information systems.
- Effective time management and skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and four years of related experience; or a combination of education and experience.

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.