

# Accountant III

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## Posting Details

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### Position Information

<b>Job Title</b>	Accountant III
<b>Posting Number</b>	S003149
<b>Hiring Department</b>	Office of Contracts & Grants:H0282
<b>Grade</b>	UHE 109
<b>Hiring Range</b>	3,442.00 - 4,388.00
<b>Full Time/Part Time</b>	Full-time
<b>App Type Search By</b>	External / Internal

### Job Description

Performs professional accounting work involving the recording, analysis and reporting of financial data in accordance with generally accepted accounting principles and federal, state, university and NACUBO guidelines, in a major business area, such as student billing system, Federal Title IV programs, or General Accounting.

Maintains accounts in a major business area, including table maintenance, submission, reconciliation of data, account reviews and corrections.

Ensures that all system-related transactions are made in accordance with generally accepted accounting principles and federal, state, university and NACUBO guidelines.

Researches complex issues and transactions and responds to customer accounting inquiries that cannot be resolved by junior staff.

Assists college/department business administrators with questions relating to the accounting activity.

Conducts contract compliance review to ensure adherence to terms and conditions of agreements.

Provides research information for special projects, reviews financial transactions, and resolves issues relating to reports to state and/or federal agencies.

Serves as mentor to new employees and coordinates office activities in the manager's absence.

Reviews departmental accounting practices to ensure compliance with guidelines; conducts review of department cash handling practices; conducts reviews of cash incident reports; follows up on cash deposit discrepancies; and recommends corrections and best practices.

Performs other job-related duties as required

**Minimum Qualifications**

Requires a bachelor's degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Requires a minimum of three (3) years of directly job-related experience.

**Additional Posting Information**

**Security Sensitive Position** Yes

**Retirement Program** TRS

**Job Open Date** 02/25/2015

**Minimum Posting Date** 03/11/2015

**Expected Closing Date On or Before**

**Open Until Filled** Yes

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**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

1. \* Please indicate the highest level of education you have completed.
  - High school diploma or GED
  - One year of college (30 credit hours)
  - 18 months of college (45 credit hours)
  - Vocational training up to 18 months
  - Two years of college (60 credit hours)
  - Associate's degree
  - Advanced technical training over 18 months
  - Three years of college (90 credit hours)
  - Bachelor's degree
  - Master's degree
  - Ph.D.
  - Other Terminal degree
2. \* Please indicate the number of years of full-time paid work experience you have in a related field.
  - None
  - less than 6 months
  - 6 months to 1 year
  - 1 year
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 years or more
3. \* Please describe your experience preparing analytical, statistical and narrative reports using generally accepted accounting principles. Include how often you were required to prepare reports, the purpose for reports and who received or reviewed reports.  
  
(Open Ended Question)
4. \* Discuss your knowledge of and/or experience in Sponsored Research, such as allowability, cost sharing/matching, program income, indirect costs, etc.

(Open Ended Question)

5. \* Please describe your experience with account research and reconciling discrepancies, and maintaining financial records.

(Open Ended Question)

6. \* Discuss your data management and analysis skills. Include specific examples which would indicate your level of expertise using Excel and, if applicable, database applications or tools such as Access, PeopleSoft, SQL, etc.

(Open Ended Question)

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## **Applicant Documents**

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### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

None