



### Position Description

<b>Classification Title:</b>	Accountant I (FN001)
<b>Working Title:</b>	Accountant
<b>Supervisor's Working Title:</b>	Financial Manager
<b>Hours/Shift:</b>	Full Time, Annual
<b>Department:</b>	Accounting Services
<b>Supervisory Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Employee Category:</b>	Academic Staff
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<b>Date Created/Updated:</b>	March 2022
<b>Position of Trust:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

#### Position Summary

Performs general accounting duties following generally accepted accounting principles and procedures. Prepares financial reports and assists with budgeting. Ensures the accurate recording and reporting of the business unit's financial transactions.

#### Primary Responsibilities:

- Organizes, prepares, and updates basic financial statements, monthly and year-end journal entries, accounts, ledgers, and reports for various financial needs within an automated financial system to ensure accurate recording and reporting of financial transactions
- Prepares and analyzes financial data, reports and records, identifies discrepancies, investigates, recommends, and implements basic solutions as needed
- Assists with accounting and reviewing reconciliations, journal entries, schedules, and reports
- Answers questions and provides accounting related information to internal and external stakeholders according to established policies and procedures
- Assists in preparing budgets and financial projections
- Prepares and/or approves financial transactions and payments

#### Qualifications – Knowledge, Skills, and Abilities:

##### Required Knowledge, Skills, and Abilities

- Associate degree or a minimum of 2 years of relevant professional experience
- Experience utilizing integrated financial systems, financial reporting tools, and Microsoft Office
- Strong verbal and written communication skills.
- Strong attention to detail.
- Ability to analyze financial data and prepare financial reports and account reconciliations
- Knowledge of Generally Accepted Accounting Principles (GAAP)

**Preferred Knowledge, Skills, and Abilities**

- Bachelor’s Degree in Accounting
- 2 years of professional work experience in higher education
- Knowledge of governmental (fund) accounting
- Ability to interpret policies and regulations
- Comprehensive knowledge of financial reports and statements

**Physical Effort/Demands:**

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

**Equipment Operated:**

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

**Working Environment:**

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# Financial Operations Organizational Structure

Last updated: 03.2022

