

The University of Akron
Classification Specification

Job Title:	Property Accounting Specialist	Job Code:	80252
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2100 Accounting Group	Date:	2/5/14

Job Summary:

Prepare and analyze property and lease information, reconcile and balance this information to the general ledger, detect and investigate accounting errors and resolve associate problems. Reconcile taxable withholding for graduate level courses receiving fee remission. Manage the budgets for student groups, agencies, and scholarships.

Essential Functions:

35% Monitor the daily activity in the moveable equipment accounts and assure that the information is appropriate. Identify all University capitalized equipment over \$5000. Enter all relevant information for the equipment in the property accounting system. Physically tag recorded equipment on campus and interact with University department to coordinate this process. Reconcile and balance equipment in general ledger, detect and investigate accounting errors and correct any discrepancies. Maintain database for surplus equipment and any University property that has been approved for use in the home of an employee. Research gifts donated to the University and post appropriate amounts to the property accounting system. Assist with the annual campus inventories. Assist each department with the reconciliation of inventory reports.

20% Monitor the daily activity in the lease/purchase account and assure it is accurate. Prepare and analyze lease information, reconcile and balance information to the general ledger. Maintain and update spreadsheets and reconcile according to the FAS ledger report. Prepare year-end lease/purchase spreadsheets for the financial report.

15% Process journal entries into the financial accounting system. Respond to phone and written inquires from University departments concerning account activity.

10% Responsible for the accounting of agency accounts including student organizations.

10% Reconcile taxable withholding file for graduate remission and prepare file for payroll for taxes.

10% Responsible for the accounting of university scholarship accounts.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in general accounting, budgeting, and financial reporting for commercial/industrial applications. Customer service, problem-solving, computer and data entry skills including word processing, spreadsheet, and database capabilities required. Strong oral and written communications skills required. Supervisory skills preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.