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| **Job Title:** | Accounting Specialist | **Job Code:** | 80253 |
| **Job Function:** | Staff | **Grade:** | 118 |
| **Job Family:** | Bargaining Unit | **FLSA:** | Non-Exempt |
| **SOC Description:** | 2000 Finance / Accounting Division | **Date:** | 7/17;2/14 |

## Job Summary:

Responsible for maintain the PeopleSoft grants billing system, creating all invoices to external research sponsors, depositing incoming invoice payments, reconciling accounts, and, as necessary, managing collections.

## Essential Functions:

40% Responsible for maintaining the billing system and ensuring the process flow. Researching and resolving system error (e.g. bill(s) do not run properly). Working with IT Developer as needed for system changes, changes to system-created invoices and reports.

40% Responsible for complete processing and disbursement of sponsored programs invoices, from pre-billing cycle preparations to
the sponsors' receiving their invoices.

10% Reconciling accounting records, including Letters of Credit accounts and holding accounts. Balancing unbilled and billed accounts receivables. Verifying system revenues.

10% Responsible for deposits and collections. Create deposit journals, resolving system errors, running aging reports; researching/resolving system errors; contacting sponsors regarding delinquent accounts.

## Education:

Requires a relevant Associate Degree or a combination of education and relevant work experience.

## Licenses/Certifications/Requirements:

None.

## Experience:

Requires a minimum of 2 years experience and general knowledge of accounting, recordkeeping, and office management. Strong computer skills, including the ability to research and resolve system issues. Strong customer services skills and the ability to work with the campus community, external vendors and sponsors.

## Leadership:

No authority or responsibility for the supervision of others.

## 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.