



Accounting Support Senior Specialist

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| Job Family: Finance and Business | Sub Family: Accounting Support | Career Track and Level: TAS 4 |
| Job Code: FINBUSACCSUPTAS4 | Job Series: 27114 | FLSA Category: NON-EXEMPT |

Job Family

Finance and Business: Provides the University with critical information regarding the University's operational, financial, and academic performance. Manages and ensures the financial compliance of the University's finances. Prepares University budgets. Assists leadership in strategic planning. Prepares required reports for external parties.

Sub Family

Accounting Support: Supports the organization's accounting functions. Maintains up-to-date and accurate records of daily transactions, accounts receivable, accounts payable, inventories, payroll, and various other records.

Job Responsibilities

- Serves as the initial contact for customers. Mentors, coaches, and trains lower level employees on customer service and department policies.
- Often directs work, trains, and/or supervises other staff or student employees.
- Performs financial analyses and makes recommendations based on data.
- Reviews the work of other employees for accuracy and compliance with accepted standards and University policies.
- Completes and submits institutional surveys for publishers and agencies.
- Issues purchase orders in accordance with functional policy. Communicates with internal and external customers to manage purchasing.
- Analyzes and monitors department and program budgets. Approves and tracks expenditures.

Role

- Work is performed by applying established standards independently through a broad and deep knowledge base of the University acquired from several years of experience in a particular area.
- Serves as a resource and guide to others in the department and/or University in questions of policy and procedural issues, precedents, etc.
- Typically supervises or oversees the work of other TAS and/or student employees.



Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards. Typically organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Fully responsible for effectively and independently handling all job responsibilities within scope of authority.
- Decisions and problems are varied, often complex, and involve multiple constituencies, often with competing priorities.
- Coordinates resources from other areas within the University and externally in order to achieve the appropriate outcome. Exercises sound judgment in dealing with confidential information and maintains appropriate level of discretion.

Requirements

Knowledge of finance and business technical and practical concepts, processes, and methods typically obtained by a high school degree or GED or equivalent and a minimum of 5 years of related experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.