

CAREER PATH – ACCOUNTING, FINANCE & PAYROLL

JULY 2009

JCC Title	Qualifications	Grade	Exemption Status	JCC Number	Job summary
Accounting Assistant I	High School Diploma or equivalent combination of training and experience. 6 months to 1 year of office experience. Ability to work with numbers and understand math, ability to use various software packages and office equipment.	53 Old Grade 51	Non-Exempt	5411	Performs entry level accounting tasks. Reviews and processes invoices for payment; data entry and provides clerical assistance (i.e. filing and answering phones). Verifies, sorts, posts and checks information for accuracy. Assigns codes, identifies accounts and prepares and processes transactions.
Accounting Assistant II	High School Diploma. 2 to 3 years of related experience. Knowledge of accounting procedures and a variety of accounting classifications. Ability to work with numbers and understand mathematics, ability to use various software packages and office equipment.	54 Old Grade 52	Non-Exempt	5412	Assists departments concerning accounting/billing transactions, researches and solves customer or vendor problems; acts as a lead person to answer questions concerning procedures/processes and as back-up for the Accounting Assistant III. Performs general office responsibilities. This position processes transactions and reviews for accuracy.
Payroll Assistant	Associates degree in accounting or equivalent combination of training and experience. 2 to 4 years payroll or accounting experience. Payroll office experience at a university preferred.	54	Non-Exempt	5401	Processes the university's payroll. Ensures processing is compliant with current IRS tax codes and foreign tax treaties. Answers employee and departmental questions concerning payroll transactions. Reviews payroll documents for accuracy; discusses problems/corrections with department administrators. Processes checks and tax statements, reconciles accounting reports and determines and corrects distribution of errors to balance payroll accounts.
Accounting Assistant III	High School Diploma. 3 to 5 years of experience with bookkeeping or accounts payable processes. Understanding of generally accepted accounting principals, ability to use various software packages. Associate's degree in Business and experience as a team lead are preferred.	55 Old Grade 53	Non-Exempt	5413	Oversees and coordinates the processing and reconciling of accounting transactions, may be responsible for a particular aspect of the accounts. Solves problems directly related to payment of invoices/expenses. Distributes work to other accounting assistants, support staff and work-study employees. Responsible for insuring that work distributed is completed quickly and accurately. Trains new office employees in office systems and processes. Handles special or difficult transactions, such as, more difficult payables transactions; foreign wire transfers, cutting of checks, check cancellations and reissues; processes invoices; prints and distributes accounting reports. Assists in performing reconciliations of object codes.

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Senior Payroll Assistant	Associates degree in accounting or equivalent combination of training and experience. 4-6 years of payroll/accounting related experience. Payroll office experience at a university preferred. Demonstrated knowledge of payroll systems (ADP or similar).	55	Non-Exempt	5402	Responsible for processing the universities payroll. Ensures processing is compliant with current IRS tax codes and foreign tax treaties. Answers employee and departmental questions regarding payroll matters. Makes suggestions and recommendations to Payroll manager regarding day-to-day operations of department. Helps to train and direct work of less experienced staff. Solves problems. Handles difficult or special transactions.
Accountant	BS in Accounting or Finance. 0-2 years of related experience. Knowledge of various accounting computer systems. Demonstrated knowledge of GAAP.	57	Exempt	3191	Performs accounting activities related to the maintenance of a complete and accurate general ledger. Researches and reconciles GL object codes. Prepares or assists in preparation of managerial reports and financial statements. Assists with year-end-closing. Answers questions concerning university policies and procedures.
Financial Analyst I	BS in Accounting or Finance. Oracle experience preferred. 1 to 3 years of accounting or financial analysis experience. Demonstrated knowledge of GAAP and enterprise-wide financial systems. CFA is preferred.	58	Exempt	3195	Conducts financial analysis and reporting work in support of budgeting, regulatory reporting and business planning. Prepares or assists in preparation and maintenance of operational budgets, financial statements, statistical reports and modeling, cost analyses and other related activities. Ability to extract and analyze large amounts of data and prepare analysis and recommendations to supervisor.
Auditor	BS in Accounting or Finance. 1-3 years related experience in public accounting or internal audit. CIA or CPA, or working towards one of these certifications. Experience as an auditor in a not-for-profit organization, preferably in higher is preferred.	58	Exempt	3420	Conducts independent financial, operational and compliance audits of various functions of the university to assess accuracy of record-keeping practices, internal controls, and management and/or operational effectiveness. Makes recommendations for improvement and follows-up to determine if corrected action has been implemented
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Senior Accountant	BS in Accounting or Finance. Knowledge in an accounting specialization such as taxation, fund accounting, preferably accounting experience in a not-for-profit organization. 2 to 4 years related experience. MBA/CPA preferred.	59	Exempt	3192	Assists in the planning and managing of fiscal operations. Accountable for GL maintenance and accuracy and reconciliations. Analyzes and prepares accurate managerial reports and financial statements. Demonstrates advanced knowledge of general accepted accounting principles and applies this knowledge to work. May oversee work of lower level staff. Assists with year-end closing. Answers more complex accounting questions.
Senior Auditor	Bachelor's degree in Accounting or Finance. CIA or CPA and 4-6 years related experience in internal audit or public accounting. Experience as an auditor in a not-for-profit organization, preferably in higher education is preferred; CISA, CFE, CISM or CCSA also preferred.	60	Exempt	3421	Responsible for conducting independent financial and/or operational compliance audits to assess accuracy of recordkeeping practices, internal controls, and management and/or operational efficiency. Takes corrective actions necessary to resolve problems found during audit. Make internal recommendations for improvements and follows-up to determine if corrective action was implemented. Oversees or directs lower level staff.
Financial Analyst II	BS in Accounting or Finance. Oracle experience. 4 to 6 years of accounting or financial analysis experience. Demonstrated knowledge of GAAP and enterprise-wide financial systems. MBA and/or CFA is preferred.	60	Exempt	3194	Conducts complex specialized financial analysis and reporting work in support of budgeting, regulatory reporting and strategic operational decisions. . Prepares operational budgets, financial statements, statistical reports and modeling, cost analyses and other related activities.