JOB DESCRIPTION

Chief Cost Accountant

**Definition of Class**
The incumbent is responsible for maintaining and reporting on fiscal and personnel affairs. Incumbent works under the general supervision of the department director and exercises general supervision over clerical and accounting positions of lower classification.

**Examples of Work Performed**
Maintains fiscal records of projects.

- Analyzes fiscal reports of operating units.
- Makes recommendations concerning fiscal operations to senior management.
- Prepares annual budget.
- Analyzes accounting data to ensure budgetary control.
- Performs personnel functions such as training and assisting clerical and accounting staff.
- Plans, develops, installs, and manages accounting and personnel information systems.
- Organizes and arranges flow of work considering staff capabilities.
- Supervises, coordinates, and participates in the day-to-day accounting and clerical operations of the department.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains, analyzes, and prepares fiscal records, reports, and statements.
2. Prepares annual budget.
3. Plans, develops, installs, and manages accounting systems.
4. Makes recommendations concerning fiscal operations to senior management.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in Accounting or a related field from an accredited four-year college or university.

  AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/28/2015

"The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer"

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.