JOB DESCRIPTION

Accountant I

Definition of Class
This is a professional position in which the incumbent performs a variety of accounting tasks in a non-centralized department. The incumbent is responsible for inventories, petty cash funds and the control of cash. Duties may include preparing financial statements and reports, approving payments to companies and departments, preparing budgets, billing agencies, supervising communications with companies and departments, monitoring internal and/or external funds and processing related data. This position reports to a higher-level administrator.

Examples of Work Performed
Prepares and reviews financial statements and reports.

Monitors and prepares budgets.

Reconciles and adjusts various types of accounts.

Audits and processes payments to outside agencies and the University community. Corresponds with companies and departments.

Monitors external funds and must be cognizant of applicable policies, procedures and regulations.

Analyzes and prepares various reports and spreadsheets.

Assists in preparing cash needs analyses.

May supervise support staff.

Processes personnel forms.

Prepares bills and invoices.

Resolves discrepancies in accounting records.

 Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

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. Performs accounting functions concerning financial statements, budgets, and various accounts.
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 regularly required to use hands to finger, handle or feel objects. The incumbent is occasionally required to stoop, kneel, crouch or crawl; climb or balance; reach with hands and arms; and walk.

Experience/Educational Requirements:

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

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.

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