Definition of Class
This is an experienced accountant, employed within a centralized department, who performs a variety of accounting operations. Duties include the preparation and analysis of financial statements and reports, monitoring of accounts, and budget preparation. The incumbent reports to a higher-level administrator.

Examples of Work Performed
Analyzes and prepares reports and spreadsheets for internal and external use.

Analyzes and reconciles accounts.

Approves adjustments made to accounting records.

Authorizes account transfers and manual disbursements.

Corresponds with departments and advises them on accounting issues.

Ensures compliance with institutional, state, and federal policies, procedures, and regulations.

Maintains and monitors financial records of the University.

Monitors and prepares budgets for the University.

Prepares and distributes tax documents.

Prepares and reviews financial statements and reports.

Prepares cash needs analyses.

Prepares invoices for distribution to outside agencies.

Provides technical support to accounting and related systems.

Reconciles and adjusts various types of accounts for the University.

Resolves billing/collection issues with outside agencies.

Resolves discrepancies with accounting records.

Reviews and approves funding for personnel forms.

Performs related or similar duties as required or assigned.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.
**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. Reconciles accounts and prepares financial reports.
2. Prepares and distributes documents both internally and externally.

**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.
- **Near Acuity:** Clarity of vision at 20 inches or less.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to sit. The incumbent is occasionally required to stand or walk; and to reach with hands and arms; and to stoop, kneel, crouch or crawl; and to climb or balance.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s degree in Accounting or a related field from an accredited four-year college or university. AND
- **Experience:** One (1) year 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.

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*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.*