Definition of Class
This is an experienced accountant employed within the Alumni Affairs department, who performs a variety of accounting operations for both The Inn at Ole Miss and the Alumni Association. Duties include the preparation and analysis of financial statements and reports, monitoring of accounts, and budget preparation. The incumbent is a professional who makes decisions by exercising discretion and independent judgment. Position reports to the Executive Director of Alumni Affairs.

Examples of Work Performed
Analyzes, prepares and maintains financial statements, records, reports and budgets for the Both The Inn at Ole Miss and the Alumni Association, to include professional chapters on campus and other alumni chapters throughout the State.

Handles Alumni Association club membership dues, fees, private gifts/donations, accounts payable/receivables.

Prepares and distributes sales tax reports.

Assists with preparation of income tax returns and prepares IRS Form 1099s for Alumni Association.

Prepares invoices and processes bill payments.

Reconciles cash advances, purchase requisitions and reimbursements.

Investigates and resolves accounting discrepancies and billing issues.

Processes travel reimbursements and account transfers.

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

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. Prepares and maintains fiscal documents for the Alumni Association and The Inn at Ole Miss.

2. Performs various accounting functions for the Alumni Association and The Inn at Ole Miss.

3. Communicates with other University departments /schools and various public businesses regarding accounting issues.
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:
Two (2) 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.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/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.