

**USF Job Class Description**

JOB CODE: 3219

CLASS TITLE: Accounting Manager

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

CBU: 29

Effective 04/20/2007

Job Title: Accounting Manager**Job Summary**

An Accounting Manager performs professional accounting activities for specialized, complex and/or functional areas requiring the expert knowledge and professional application of accounting principles, practices and techniques in accordance with industry standards, current laws and university policy.

Nature of Work

An Accounting Manager typically reports a Director, Associate Director or other appropriate administrator. This position requires a thorough working knowledge of University budgets policies and procedures. This is an exempt level professional position that requires proficiency in budget monitoring, reporting and analysis. The incumbent directs the operations in administrative, budgetary and fiscal matters, preparing analysis as required for immediate and long range management planning. The Accounting Manager will also manage resources of assigned areas to accomplish specified goals and objectives. The incumbent may supervise lower level professional accountants and other staff as appropriate.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Plans, directs, organizes and schedules the activities of one or more specialized accounting functions.
- Analyzes, develops and documents accounting and cost procedures and controls related to assigned tasks.
- Researches and evaluates pertinent professional and related legal literature to establish and/or recommend changes to accounting procedures and operations.
- Provides operating cost visibility, direction and consultation to university officials relative to fiscal planning, control, and expending of university assets.

- Prepares and/or directs the preparation of special statistical reports, detailed cost accounting information, surveys or analyses of a complex and difficult nature for management.
- Provides internal/external training both orally and in writing on accounting systems, procedures and practices.
- Interprets various accounting data, analyzes reports and recommends and/or initiates actions to be taken.

Minimum Qualification Requirements

Bachelor's Degree in Accounting or a related field and five years of professional accounting experience; or, nine years of professional accounting experience; or, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.