



USF Job Class Description
JOB CODE: 3230
JOB TITLE: Accounting Specialist
PAY PLAN: 21
CAREER BAND: C
FLSA: Non-Exempt
CBU : 31
Effective 04/20/2007

Job Title: Accounting Specialist

Job Summary

This position performs specialized bookkeeping, accounting and administrative duties to support the work of a defined USF accounting section. This position may perform specialized recordkeeping, reconciliation and compliance activities for an Accounts Payable, Accounts Receivable, Payroll, Travel, P-card accounts, student accounts, or General Accounting section. The Accounting Specialist performs tasks of moderate complexity which include preparing accounting forms and paperwork for approval by others, processing and auditing transactions, running system queries, preparing accounting reports, monitoring daily/continuous accounting activity, and answering internal and external customer questions.

Nature of Work

This position typically reports to an Accounting Manager, Payroll Manager or Staff Accountant in a central Accounting unit such as the University Controller's office, USF Health Business Office, USF Foundation, etc. This is paraprofessional accounting and bookkeeping work requiring experience that is typically gained through experience working in a specific accounting function. Work is performed using general procedures and processes to follow, but variations in these procedures are typical. Work consists of both routine and non-routine administrative accounting work. This position requires general knowledge of common accounting practices, but does not require a detailed knowledge of GAAP or FASB standards.

Each position in this class has specialized duties related to the unit in which it is located, such as Accounts Payable, Accounts Receivable, Payroll Accounting, Travel Accounting, Cash Accounting, etc. Each position applies knowledge of USF accounting procedures and policies for effective completion, audit, and reconciliation of accounting transactions in accordance with university policies. Incumbents in this position may serve as a resource for questions from Accounting Assistants, whose duties are more focused on processing clerical accounting transactions. It is distinguished from the Fiscal and Business Specialist position by its focus on a specialized accounting function in a central accounting unit, in contrast with the general fiscal duties performed in operating units by the Fiscal and Business Specialist.

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.

- Interacts and responds to customers with questions or problems related to specific accounting functions and policies. More complex issues may be referred to the section supervisor or a Staff Accountant.
- Ensures transactions are administratively compliant with USF policies, procedures, and business processes.
- Uses the Student Financial System (Banner) or University Financial System (FAST) to process, code, and post accounting transactions such as travel reimbursements, invoices, check requests, P-card charges, etc. Knowledge of chart fields/accounts is required.
- Balances and reconciles subsidiary accounting records.
- Receives and processes cash, checks, credit card, and electronic fund transactions. Records transactions, audits cash collection records, and records journal entries.
- Audits, processes, and records refund transactions.
- Prepares documents to cancel and reissue lost and stale dated checks.
- Records, reconciles, and collects on checks payable to USF returned unpaid by the bank.
- Runs moderately complex queries and reports from accounting systems and reviews, noting any inconsistencies and resolving discrepancies and exceptions.
- Prepares journal entries submitted in university systems.
- Notifies departments of discrepancies and correcting entries required to balance accounting records.
- Prepares invoices and processes invoice credits and rebilling within financial system.
- Prepares non-routine fiscal reports and statements as needed.
- Investigates and audits inquiries regarding uncollected accounts.
- Processes payments to critical vendors. Authorizes special handling of checks as required to meet operational requirements.
- Performs other administrative accounting duties as required to support the goals of the unit.

Minimum Qualification Requirements

This position requires a High School diploma and four years of related experience in an accounting function. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.