

**USF Job Class Description**

JOB CODE: 3216
JOB TITLE: Staff Accountant
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
CBU : 29
Effective 03/23/2007

Job Title: **Staff Accountant**

Job Summary

This is a professional position responsible for accounting and related auditing duties for a defined USF accounting section. This position performs central accounting activities related to one or more of the following functions: accounts payable, accounts receivable, cash collections, travel, student accounts, grant/contract accounts, foundation accounts or general accounting. The Staff Accountant performs accounting tasks of a moderately complex nature to support the major accounting activities and functions of the University, campus, or major division.

Nature of Work

This position typically reports to an Accounting Manager, Assistant Controller, Associate Controller, Director, or other appropriate managerial position. This position reviews, audits, analyzes, and approves accounting transactions and activities for a USF accounting function and provides reports and financial statements to summarize accounting transactions in his/her respective function. Accounting activities are conducted in full compliance with USF policies and procedures for accounting transactions, and follow applicable Generally Accepted Accounting Principles (GAAP). This position is differentiated from the Accounting Specialist position by the educational requirement (Bachelor's degree in Accounting), and by the increased complexity of the accounting duties being performed.

This position receives general direction and guidelines as to how the work is to be performed, and will receive specific timelines for completion of assignments. This position must not only be able to identify inconsistencies or potential problems related to accounting/fiscal transactions, but must also be able to correct the issues and provide recommendations for course of action. This position requires thorough knowledge of USF financial and accounting systems, including how to develop and generate reports using those systems and spreadsheet and/or database software. This position is considered exempt under FLSA under the Administrative duties exemption.

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.

- Reconciles complete department/division/college/Endowment accounts, functional accounts across the entire university (e.g., Accounts Payable, Payroll, EFT) or USF/Foundation bank accounts for the University. Makes corrections and adjustments to the accounts/general ledger to balance it in preparation for quarterly

and year end reporting. Communicates changes/adjustments to the appropriate departments.

- Prepares financial reports, worksheets, and accounting summaries using BANNER, FAST, Excel, etc. Performs detailed analyses of accounting activities and identifies abnormalities or discrepancies. Make recommendations from the analysis as needed.
- Exercises authority and responsibility over USF financial resources by performing duties such as: Approving budget transfers, invoices, refunds, late payments; posting journal entries corrections to the general ledger for a central USF account or department/division account; forwards delinquent accounts for collection activity; monitoring investments and liquidating assets; posting budgets; etc.
- Audits and verifies funds received via: ACH (Automatic Clearing House), EFTs/wire transfers, check payments, credit card, investments, donations, etc.
- Creates and maintains necessary spreadsheets or databases for supporting documentation, record keeping, auditing, and verification purposes.
- Research and analyze fraudulent checks or insufficient funds payments received. May notify the person on the account, any government authorities, USF departments, and make recommendations for proceeding with collection activity.
- Determines cash requirements and invests/liquidates assets in order to meet these requirements. Initiates the request, verifies the transfer and prepares the journal entry.
- Monitors investments accounts, reconciles investments, and transfers investments money to checking accounts as necessary.
- Provides assistance and responds to customers with varied and non-routine questions or problems. Researches and analyzes the history of accounting transactions and may need to perform queries, or generate supporting documents when assisting customers.
- Ensure transactions are administratively compliant with USF policies, federal/state regulations and GAAP.
- Uses the Student Financial System (Banner) or University Financial System (FAST / FAIR) to generate reports, enter journal entries, reconcile accounts, perform analyses of accounting transactions, etc.
- Performs other accounting duties as necessary.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Accounting and one year of related experience, or a Master's degree in Accounting or Business Administration (with appropriate Accounting preparation and coursework.) The bachelor's degree is a minimum educational requirement for this position, and cannot be waived.