

POSITION TITLE: Accountant I- General Ledger
DEPARTMENT: Controller's Office
DIVISION: Finance and Administration
PAY GRADE: C116
SALARY: \$30,713
FLSA: Non-Exempt

POSITION SUMMARY:

Reporting to the Assistant Controller - Responsible for the maintenance, analysis, interpretation, and management of general ledger data. Performs a broad scope of professional accounting activities requiring experienced, professional knowledge and application of accounting principles and practices. Performs a wide range of accounting functions pertaining to Controller's Office day-to-day operations including, ensuring that General Ledger activities are carried out in accordance with established accounting principles, policies and objectives.

DISTINGUISHING CHARACTERISTICS:

The Accountant 1-General Ledger typically maintains various sub-ledgers, journals, registers, and other fiscal records. Incumbents work relatively independently and exercise professional judgment within assigned function and lead other lower-level staff.

DUTIES AND RESPONSIBILITIES:

- Monitors compliance with generally accepted accounting principles and university regulations
- Reviews general ledger reports for errors or inconsistencies; Interprets data and points out trends or deviations from standards; Decides proper handling of financial transactions; Investigates and corrects problems
- Prepares journal entries and maintains complex sub-ledgers
- Maintain spreadsheets used to perform general ledger imports
- Prepares monthly and quarterly reconciliations of cash and other balance sheet accounts
- Posts annual interdepartmental charges for telephone usage, courier service, and cable service
- Posts monthly interdepartmental charges for long distance, postage, printing, facilities management, central stores, use tax, motor pool, and fringe benefits
- Researches outstanding checks and balances for preparation of report for unclaimed property
- Participate in and take the initiative to increase the use of information technology to improve the overall productivity and quality of output in the department
- Assists in preparation of Notes to Financial Statements
- Compliance to the Division of Finance and Administration's Code of Ethics

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting or a related area with accounting course work AND three to five years of professional accounting experience; OR,
- Five years progressively responsible and diverse accounting experience and course work, which includes at least one year professional accounting, in which a broad exposure to all areas of accounting and accounting principles, practices and procedures was acquired

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of GAAP (generally accepted accounting principles)
- Demonstrated knowledge of financial reporting practices and procedures
- Demonstrated proficiency with use of Microsoft Office- specifically Outlook, Word and Excel
- Excellent analytical and problem solving skills
- Ability to effectively communicate through written and verbal skills
- Knowledge of Fund Accounting will receive hiring preference
- Ability to work independently, as well as, in a team environment

All applicants subject to background check.

Application Process: Submit an application and resume with name, address and telephone numbers of three references to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot 4942
Pine Bluff, AR 71601

FILING DEADLINE: Open until position is filled.

"UAPB is an Equal Employment/Affirmative Action Employer, and participates in E-Verify"