

FINANCE JOB FUNCTION GUIDE

Accounting Job Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E * or 56N	Accounting I Central Admin., or a centralized function within a tub/unit	Bachelor's degree in accounting 3+ years of related experience. Working knowledge of GAAP, Tax Regulations	<ul style="list-style-type: none"> • Independently researches and resolves highly complex and unusual accounting problems • Makes independent decisions on the accounting treatment of complex items • Prepares complex sections of all federal/state corporate tax returns • Consults on school/tub wide projects • Performs a wide range of accounting responsibilities (e.g. payroll tax accounting, cash management accounting, capital projects accounting) • Insure FASB accounting • Maintains general ledger and/or balance sheets for an area using generally accepted accounting principles. • Reviews and produces financial data providing research and data analysis to present for use in planning and decision making • Prepares multiple varied financial reports that require selection, and preparation of data using complex data query tools 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Works in a central function providing accounting services for a variety of areas.</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

NOTE:

- 1) Individual positions will typically have most, but not necessarily all of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion