Wichita State University

Accountant, Senior (6005E, 6005N, 6006N)

Job Description

GENERAL DESCRIPTION OF POSITION
Monitors the business activities of the organization through the maintenance and control of financial records. Performs advanced accounting functions in the management of the organization's business affairs. Prepares integrated financial and statistical reports, statements, projections, and recommendations that may have long-term impact on funding for the organization. Supervises the activities of staff within a business unit, as appropriate to the position. If in a core office, this position is responsible for the internal controls needed to maintain the integrity of WSU’s financial system as well as meet the university's institutional regulatory and compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees daily processing and accounting for revenue and expenditures by departments.

2. Reviews and reports financial transactions to funding sources; ensures accuracy, completeness, and compliance with university, local, state, and federal requirements, and standard accounting and audit procedures.

3. Interprets and analyzes financial operations and transactions, forecasts trends, and develops special complex reports and analyses for management and funding agencies.

4. Makes recommendations for asset utilization and expenditure control.
5. Monitors and maintains appropriate revenue levels by actions such as letter of credit draw downs and cost reimbursement or fee-for-service billings.

6. Oversees major liability accounts for the organization.

7. Designs complex accounting and database applications for personal computers.

8. Balances and maintains ledgers for the automated financial and human resource management systems.

9. May supervise personnel which may include recommendations for hiring, performance evaluation, training, work allocation, and problem resolution.

10. May serve on University committees that develop accounting policies and procedures.

Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
This position requires a Bachelor’s Degree in Finance, Accounting, Business or a related field and 5 to 7 years of related experience; Master’s degree preferred. Experience and/or training with Microsoft Office, Banner, FERPA, TouchNet and Reporting Services. Knowledge of GAAP (General Accepted Accounting Principles) and the State of Kansas SMART Accounting System

ADDITIONAL SKILLS
Intermediate: Ability to follow instructions and pay attention to detail. Ability to organize and prioritize work. Ability to think critically and use independent judgment. Ability to work collaboratively. Ability to work on multiple tasks simultaneously. Strong written and verbal communication skills. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections. Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.

DISTINGUISHING CHARACTERISTICS
Position requires: a) Performing advanced accounting functions in a centralized or major department accounting control unit; b) Implementing policies and procedures to maintain compliance with contracts, federal, state, local laws, university policies and procedures, and other regulations; c) Developing comprehensive reports, analyses, impacts and projections for management and funding agencies, and d) Supervising staff to include reviewing, organizing, prioritizing, and scheduling work assignments.
PHYSICAL ACTIVITIES
Sit at a desk and use hand, wrist and finger movements to operate a computer regularly. Talk and listen to other individuals in meetings and over the phone to manage projects. Lift and carry general office supplies weighing up to 15 lbs.

ENVIRONMENTAL CONDITIONS
General office conditions; moderate noise levels.