Wichita State University

Accountant (6012N, 6013N)

Job Description

GENERAL DESCRIPTION OF POSITION
Responsible for accounting and related auditing duties for a defined University 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 Accountant performs accounting tasks of a moderately complex nature to support the major accounting activities and functions of the University, campus, or major division. This position typically reports to a Director, Assistant Director or Associate Director. This position reviews, audits, analyzes, and approves accounting transactions and activities for a University 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 University policies and procedures for accounting transactions, and follow applicable Generally Accepted Accounting Principles (GAAP). 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 University financial and accounting systems, including how to develop and generate reports using those systems and spreadsheet and/or database software.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Reconcile complete department accounts, functional accounts across the entire university (e.g., Accounts Payable, Payroll, etc.) or university bank accounts for WSU.

2. Prepare financial reports, worksheets, and accounting summaries using Excel or other appropriate software.

3. Exercise authority and responsibility over WSU financial resources by performing duties such as approving budget transfers, invoices, refunds, late payments.

4. Post journal entries corrections to the general ledger for a central WSU account or department account.

5. Forward delinquent accounts for collection activity.

6. Monitor investments and assets being liquidated.

7. May notify the person on the account, any government authorities, WSU departments, and make recommendations for proceeding with collection activity.

8. Makes corrections and adjustments to the accounts/general ledger to balance it in preparation for quarterly and year end reporting.

9. Audit and verify funds received via wire transfers, check payments, credit card, investments and donations.

10. Create and maintain necessary spreadsheets or databases for supporting documentation, record keeping, auditing, and verification purposes.

11. Research and analyze fraudulent checks or insufficient funds payments received.

12. Determine cash requirements and invests/liquidates assets in order to meet these requirements.

13. Monitor investments accounts, reconciles investments, and transfers investments money to checking accounts as necessary.

14. Provide assistance and responds to customers with varied and non-routine questions or problems.

15. Ensure transactions are administratively compliant with WSU policies, federal/state regulations and GAAP.

16. Use the WSU financial system to generate reports, enter journal entries, reconcile accounts and perform analyses of accounting transactions.

17. Communicates changes/adjustments to the appropriate departments.

18. Performs detailed analyses of accounting activities and identifies abnormalities or discrepancies.
19. Research and analyze the history of accounting transactions and may need to perform queries, or generate supporting documents when assisting customers.

Perform any other related duties as required or 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 3 to 5 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.

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.