



Savannah State University Position Description – Accountant I

POSITION DESCRIPTION

Position Title: Accountant I

FLSA Status: Exempt

Reports to: Comptroller

Department: Financial Services

Date Prepared: June 2008

BASIC FUNCTION

To ensure that the University complies with the Financial Management of federal, state and private grant agreements. Financial Management includes the following: Managing Awards-budget control, insuring compliance, financial reporting and drawing down cash. Award Closeout - account reconciliation and final financial reporting.

NATURE & SCOPE

Reporting to the Comptroller, this position ensures that cash is drawn to meet immediate needs, verifies that cash is received and posted to the correct account, and analyzes accounts in preparation of budget amendments.

This position is challenged to maintain accurate account balances for various sponsored programs. Having accurate balances is critical because funds are drawn down for many accounts based on reimbursement. At times it is difficult to reconcile accounts because of problems with interfacing between Banner and PeopleSoft, Grant Allocation Process or errors in charging to the wrong account number. To resolve the problems the incumbent keeps track of transactions and reconciles accounts.

PRINCIPAL ACCOUNTABILITIES

- Processes daily purchase and check requests, travel authorization, personnel and student employment forms.
- Analyzes accounts/draws down funds.
- Analyzes accounts for financial reporting.
- Establishes all grant accounts.
- Reconciles accounts.
- Prepares journal entries.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two (2) years of college or vocational/technical school. Computer literate and good communication skills are essential.