



Savannah State University Position Description – Accountant II

POSITION DESCRIPTION

Position Title: Accountant II FLSA Status: Exempt
Reports to: Senior Accountant
Division: Financial Services
Date Prepared: May, 2011

BASIC FUNCTION

Responsible for ensuring that accounting recordkeeping meets general accounting, Board of Regents, and state and federal policies and procedures standards.

NATURE & SCOPE

Reporting to the Senior Accountant, this position is responsible for maintaining the detail trail balance for various fund groups. This job operates within well-defined procedures and policies of the University and Board of Regents. Ensures the integrity and accuracy of journal entries posted. This position is involved in maintaining the accounting records consistent with all regulatory requirements and generally accepted accounting principles, and standards established by the Georgia State Board of Regents

The Accountant II will perform various reconciliation of detail subsidiary ledgers to the general ledger, work with third parties, prepare and submit reports to the state, federal, internal departments, and external entities

PRINCIPLE ACCOUNTABILITES

- Prepare reports.
- Assist Senior Accountant and Comptroller in month and year end close
- Propose journal entries.
- Prepare reconciliations
- Maintain detail trial balance.
- Provide support to the Senior Account and Comptroller during the audit by responding to audit request and preparing schedules.
- Requires excellent analytical skills, including proficiency in utilizing general ledger accounting systems and Excel.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a bachelor's degree in accounting with some accounting experience. Technical and analytical skills are essential in this position. Advance degree desired.