Savannah State University
Position Description – Accountant III

POSITION DESCRIPTION

Position Title: Accountant III FLSA Status: Exempt

Reports to: Senior Accountant

Department: Financial Services

Date Prepared: June 2008

BASIC FUNCTION

Responsible for ensuring that accounting recordkeeping meets general accounting, Board of Regents, and state and federal policies and procedures standards. Accountable for verifying accuracy and validity of and posting accounting transactions.

NATURE & SCOPE

Reporting to the Senior Accountant, this position is responsible for maintaining the detail trial balance for various fund groups. This job operates within well-defined procedures and policies of the University and Board of Regents.

The Accountant III must ensure 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 III will perform various reconciliation of detail subsidiary ledgers to the general ledger, reconcile bank accounts, prepare and submit reports to state, federal and internal departments.

PRINCIPAL ACCOUNTABILITIES

- Prepare Reports.
- Assist Senior Accountant and Comptroller in month and year end close.
- Propose and post journal entries.
- Prepare reconciliations.
- Maintain detail trail balance.
- Provide support to the Senior Accountant and Comptroller during the audit by responding to audit request and preparing schedules.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a bachelor's degree in accounting. Minimum of five (5) years experience in a complex accounting operation. Computer literate. Fund accounting experience desired. Advance degree desired.