

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Accountant II	SALARY GRADE:	HU-11
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	2518	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to prepare financial reports and perform general accounting and budget functions in support of department or school. This position typically reports to a department manager or senior administrator.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include executives, administrators and employees from all divisions and departments within the university structure. External contacts include auditors, representatives from federal, state and local regulatory agencies and vendors.

PRINCIPAL ACCOUNTABILITIES: Monitor the activities of subordinates.

Provide specialized or general calculations and analysis support in various accounting functions; prepares specialized or highly complex reports, statements, analyses and interpretation utilizing advanced knowledge and proficiency in accounting practices, principles and interrelationships for both management and outside agencies.

Verify and enter details of transactions in account and cash journals from data sources such as invoices, checks, inventory records, and requisitions.

Establish or revise procedures or operating policies of assigned function; participates in development and implementation of new or revised accounting systems.

Review accounting and reporting systems, procedures and completed assignments of other staff to ensure compliance with university or outside agency regulations.

Review and control accounts and records to ensure accuracy, proper documentation, and compliance with all pertinent procedures and regulations.

Review and adjusts funds or accounts such as cash or federal funds.

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Adjust to changing needs of university operations or need to provide specialized or individualized reports.

Research, analyze and use independent judgment in a variety of daily and non-routine decisions affecting assigned function.

Research and evaluate new or changed accounting principles and practices.

Perform other job-related duties as assigned.

CORE COMPETENCIES: Knowledge of principles, practices and methodologies of accounting including grant administration and budget policies and procedures.

Comprehensive knowledge of OMB Circulars such as A-21 Cost Principles.

Knowledge of personal computer with accompanying spreadsheet, database, word processing, and presentation software as well as other standard office equipment.

Skill in manipulating numbers, managing financial transactions and knowledge of basic and advance mathematics.

Skill in oral and written communications with the ability to speak clearly.

Ability to assist in budget forecasting, deficit analysis and graphical interpretation of budget functions.

Ability to maintain accurate hardcopy and electronic accounting records.

Ability to apply simple analytical concepts and verify the accuracy of recommendations presented for processing.

Ability to follow instructions, pay attention to detail and adhere to a changing system of specific policies and procedures.

Ability to apply strict confidentiality regarding budget issues.

Ability to establish and maintain effective and harmonious working relations with staff, university officials and the general public.

MINIMUM

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REQUIREMENTS: Bachelor's degree in Accounting, Finance, Business Administration or closely related field and minimum of 2-5 years of relevant experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management