

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Accountant I	SALARY GRADE:	HU-10
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	2519	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:

- Process request for payment or execute allocation of funds for personnel recommendations, travel settlements cash advances and petty cash.
- Make journal entries, adjust entries and cancel encumbrances on a regularly scheduled basis to account for billings to funding agencies and private institutions.
- Approve and process on-line purchase requests on a regularly scheduled basis.
- Review proposal budgets for propriety.
- Submit reports of expenditures for grants and contracts and prepare quarterly financial reports.
- Train staff and provides technical assistance on the procedures and regulations of preparing spending documents.
- Process departmental charges and issues payment to proper revenue account for services.
- Review and process approvals of on line purchase expenditures, when appropriate.
- Provides customer service to department representatives.

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Performs other job-related duties as assigned.

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

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 REQUIREMENTS: Bachelor's degree in Accounting, Finance, Business Administration or closely related field and 1-3 years relevant experience. 8 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.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____