

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Accounting Technician II	<b>SALARY GRADE:</b>	HU-08
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	03
<b>JOB CODE:</b>	2520	<b>FLSA STATUS:</b>	Non-Exempt
<b>BARGAINING UNIT:</b>	N/A		

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

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**BASIC FUNCTION:** The purpose of this position is to provide financial management and coordination in the administration of the approved budget with comprehensive and detailed reporting of all obligations and expenditures. This position typically reports to a department supervisor or manager or senior administrator.

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

**NATURE AND SCOPE:** Internal contacts may include executives, administrators, faculty, staff and students of the university. External contacts may include contractors, vendors and third party representatives.

**PRINCIPAL ACCOUNTABILITIES:**

Generate routine financial reports in accord with established requirements and schedules; develop and prepare special reports in accord with specifications, as needed.

Determine appropriateness of charges for the acquisition of goods, services and travel by ensuring proper conversion of quantities and prices to invoice extension. Ensure that all payments are supported by an approved requesting document and receiving report and a valid invoice.

Review delinquent outstanding reports and ensure that original supporting documents (receipts, purchase orders, etc.) were submitted to approve advances.

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

Maintain fiscal year budget and accounting files and preserve documentation in accord with office schedules, policies, and practices pertaining to records retention/disposal.

Responsible for data entry of financial encumbrances, obligations, expenditures, and payments into PeopleSoft.

Reconcile check payments to computerized accounting and purchasing system.

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Checks invoices for correct account numbers and dollar amounts.

Notify the appropriate university department of necessary adjustments needed to resolve difference in accounts and or supporting systems. Provides detailed review of supporting documents to ensure prompt distribution for signature.

Performs other related duties as assigned.

**CORE COMPETENCIES:**

Knowledge of the principles, practices and methods associated with accounts payable/receivable as well as basic accounting and bookkeeping.

Knowledge of personal computer with associated word processing, spreadsheet and database software with the ability to use general office equipment.

Skill in oral and written communications with the ability to deliver excellent customer service.

Ability to follow a series of procedures and adhere to university guidelines and protocol.

Ability to demonstrate objectivity, integrity, and ethical behavior.

Ability to detect and solve problems using good insight, and judgment.

Ability to work in a team environment with a diverse group of individuals.

Ability to establish and maintain effective and harmonious work relationship with students, faculty, staff, university officials, senior level professionals and the general public.

**MINIMUM REQUIREMENTS:**

Associate's degree in Business Administration or closely related field and 1-3 years of related experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

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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**JOB CODE:** 2520                      **FLSA STATUS:** Non-Exempt  
**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
   Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
   Department of Compensation