

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Accounting Technician	SALARY GRADE:	HU-07
DATE REVISED:	December 1, 2014	EEO CODE:	03
JOB CODE:	2521	FLSA STATUS:	Non Exempt
BARGAINING UNIT:	N/A		

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 0-2 years related experience. AA/AS may be substituted for 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.

