

## Junior Accountant – GTP 3

**Job Class Code: 101987**

This is an entry-level position for incumbents who may have little experience in Accounting and are working toward their CPA or other professional level Accountant certifications. The **Junior Accountant** provides analysis and ad hoc reporting to Accountants, department, or college managers as it relates to departmental expenses, purchase orders or other transactions. This position is typically the first point of contact for routine accounting questions or issues. Is responsible for maintaining effective communication with department faculties and providing enhanced services.

### **Typical Duties may include some or all the following:**

- Ensuring adherence to the financial requirements and guidelines specified by the University and funding sponsors.
- First point of contact for administrative managers to provide information and updates for accounting activities with college(s) or department(s). Provides routine guidance on policies and procedures (e.g. University policy, sponsor guidelines, etc.); Supervisor guidance needed on interpretation and implementation of policies and procedures as they affect complex problems and issues.
- Ensure all related financial transactions are completed in a timely and accurate manner and that information within the financial reporting system is consistent, to allow effective decision making at various levels of management.
- Addresses financial risk by monitoring and identifying over spent accounts and proactively engaging in corrective action with managers. Looks to address various scenarios and proactively communicates material information to stakeholders. Advises supervisor of any issues and concerns to proceed with resolving financial matters
- Facilitate the year-end process, including budget wrap up, finalizing transfers, monitoring funds and working to ensure year end fiscal transactions are completed. This also includes producing year-end financial statements and working with external auditors as required to facilitate the year-end audit.
- Communicate regularly and proactively with administrative managers, researchers, clients, or donors to discuss administration of their accounts.
- Aid in the execution and management of projects, often with overlapping deadlines and priorities. This includes coordination with unit and external stakeholders to identify solutions.
- Primary point of contact for execution of financial activities (HVPO, expense claims, payments)
- Assist with training other on best practices and compliance requirements related to accounting activities.

### **Decision Making/Accountability:**

Works within defined guidelines and procedures, but exercises judgment in establishing priorities to meet the immediate and changing demands. Solves some significant problems; interpretation of policies, new and unusual problems or exceptions are referred to supervisor.

### **Contacts/Interpersonal Skills:**

Key point of contact faculty, staff and researchers to provide routine guidance on accounting practices to ensure compliance with university policies and procedures. May require appropriate tact to discuss problems and make recommendations and provides functional guidance as required. May occasionally liaise with external vendors, contractors, or funding sponsors.

### **Supervision Received:**

Works under general supervision in carrying out phases of duties and responsibilities as determined by established guidelines or procedures.

**Supervision Exercised:**

None; provides functional guidance and standard instruction regarding accounting practices in line with university policies and procedures. May follow up faculty, researchers, or staff to ensure compliance with accounting practices.

**Working Environment:**

Typical office environment using regular computer units. Longer than usual concentration required when working financial information in spreadsheets. May experience interruptions and occasional verbal abuse.

**Minimum Qualifications:**

- 1-2 years of previous experience in a finance or junior accountant role.
- University degree in business administration or finance; Working toward CPA designation required for this position.
- Or equivalent combination of education and experience