

ACCOUNTANT I Salary \$30,000 to \$40,000 Depending upon Qualifications

Applications will be accepted until filled, in the Office of Human Resources, Womack 209 or may be emailed to humanresources@hsu.edu.

SUMMARY: The Accountant I is responsible for analyzing financial information and preparing reports related to the financial activities of an organization. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws, and institution policy.

TYPICAL FUNCTIONS:

Establishes contract and grant accounts after award completion, reconciles accounts for billings/invoices/drawdown of grants/contracts, processes journal entries related to general ledger, monitors grant and contract activities, and budgets and processes budget modifications, receivable transactions, and expense transfers.

Develops and maintains manual or automated accounting records to record production, sales, billings, receivables, cash received/disbursed, purchases, inventory, and assets to record and reflect organizational fiscal status; transfers and/or encumbers funds as necessary.

Prepares spreadsheets and database files from automated information systems, monitors purchasing procedures of departmental personnel, makes decisions regarding account responsibility for payment of expenditures, and instructs new employees on purchasing and travel procedures.

Analyzes business operations, trends, costs, revenues, and financial commitments and obligations to project future revenues and expenses for budget purposes.

Enters and runs trial balances, reconciles out-of-balance amounts, and performs calculations on amortization and interest due or earned.

Reconciles bank statements, bank transfers, and stop payments and makes necessary corrections as needed.

Assists management in the development of new accounting systems and procedures and confers with information technology staff to resolve automated information system problems when necessary.

Provides technical assistance to management, research investigators, staff, and members of the general public regarding policies and procedures and budget and accounting laws.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of manual and automated accounting systems. Ability to develop and maintain manual or automated accounting systems. Ability to interpret and apply the provisions of laws, rules, or policies to accounting transactions. Ability to analyze financial information and prepare reports. Ability to provide technical assistance to management, research investigators, staff and the general public regarding accounting operations.

MINIMUM EDUCATION AND/OR EXPERIENCE: The formal education of a bachelor's degree in accounting or related field, plus one year of experience in accounting or related field.

PLEASE NOTE:

The applicant selected for this position will be required to submit to a background screening, including criminal background check and financial records check.

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