

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Accounting Technician	Job Family: Administrative/Business Operations	Job Family Zone:
Position Number:	Department Name: Financial Services	SAP Organization Unit Number: 50004376
Employee's Name:	Date of Last Update: 9/6/2023	Title of Supervisor: Assistant Director
SAP Personnel #:	Last Updated By: Chris Barber	Name of Supervisor: Chris Barber

Position Summary

Provide entry level accounting, administrative, and financial record keeping support for the business transactions at the University of Nebraska. Monitor and maintain documentation for monitoring accounts, managing SAP and eShop transactions, and preparing financial/accounting reports.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p><u>Financial Accounting Responsibilities:</u></p> <ul style="list-style-type: none"> • Manage and process vendor and internal department invoices and ensure integrity of payments. • Prepare/process internal and external invoices/billings when needed for University services and products. • Complete routine property inventory functions for the University, including the maintenance of assets and surplus property using current guidelines. • Ensures financial transactions are in compliance with University rules and regulations and State and Federal laws. Follow the records retention policies and procedures. • Act as a liaison for vendors and University of Nebraska systems, Academic and Administrative units to reconcile any billing discrepancies. 	60	*
<p><u>Business Operations:</u></p> <ul style="list-style-type: none"> • Perform accounts receivable functions, including daily receiving and recording of checks, recording/posting credit card sales, along with daily cash deposit functions. Maintain compliance with University cash handling policies and procedures. • Maintains billing system data, completes cost object changes for departmental customers, resolves cost object errors . • Reviews service orders for errors, audits customer accounts and vendor charges for accuracy, researches billing discrepancies and inquiries. • Extracts and processes data and reports from various systems to support billing operations. • Review and enter missing UDC codes for cost centers. • Manage and maintain University Financial email account to ensure timely action and response. • Manage and maintain open commitment report. 	30	*
<p><u>Administrative Support:</u></p> <ul style="list-style-type: none"> • Share in the general office support tasks: answer telephone, schedule meetings, maintain calendars, draft and prepare correspondence, reports, and other related office documents utilizing the appropriate electronic hardware and software. • Provide in-coming customer service call support for account and billing inquiries. 	10	*

<ul style="list-style-type: none"> • Team Back-up regarding cost center additions in Pinnacle, responding to emails in ITS-Billing email. • Share in courier responsibilities with mail and deposits. • Assist with year-end closing financial activities and reports. • Other duties as assigned. 		
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Minimum Qualifications

Required:

Associate’s degree in accounting, business administration, or related field. Two years accounting or related experience to include database management and reporting. Microsoft Word, Excel, and Outlook skills. Excellent oral and written communication skills and demonstrated attention to detail and accuracy.

Preferred:

SAP financial experience, Business Intelligence System, experience with accounting and/or billing, eShop or another procurement system. Prior experience with the University of Nebraska.

Ideal candidates will demonstrate excellent independent judgement and analytical skills; strong interpersonal skills; a track record of timely completion of projects and the ability to responsibly manage competing priorities; success in collaboration with distributed resources and/or project teams; and commitment to the ideals of a major public research university.

An equivalent combination of education and experience from which comparable knowledge is acquired may be considered.

Zone Definition Factors

Nature/Complexity of Work

In general, the work can be easy and primarily depends on the organizational skills and accounting abilities of the individual as well as the types of assignments they are assigned. The quantitative skills such as business accounting, finance, management information systems, mathematics can be moderate, but the systems available to track and report data are very helpful.

Problem Solving/Decision-making

This position requires some independent judgement and self-direction to complete tasks assigned, determine the tools and approach to be used in developing analyses and uses judgment in determining the degree to which detail and information is needed to adequately respond to a request. The individual in the position uses guidance from others and their own discretion as to when and how to coordinate with others regarding business transactions.

Strategic Impact

The impact of errors is far-reaching. Errors in financial analysis, budget projections and reporting will adversely affect the business affairs at the University of Nebraska. Review of processes & procedures is readily available, but the responsibility for error-free detail supporting analytical information rests on the employee.

Know How

Knowledge of accounting theories, practices, regulations, and financial concepts. This position encourages the ability to take initiative, operate independently as well as a member of a team, and thrive in a dynamic environment. One should demonstrate competencies in excellent interpersonal skills with strong orientation toward diplomacy, tact, compassion, collaboration and teamwork. Strong analytical, organizational, communication and interpersonal skills. Ability to manipulate large amounts of information for planning and/or analysis activities and communicating findings to users is essential. Must follow State and Federal Law, compliance with fiscal and budget reporting guidelines, University policy and approved methodologies for tracking and reporting information.

Technical Know How

Requires use and knowledge of SAP and other data tracking systems work and be able to explain, verbally and in written form, to end users how figures are collected and analyzed. Proficient knowledge of Microsoft Office software required, including the ability to use multiple worksheets, pivot tables, charts, and formulas, and Access database software experience is beneficial and can substitute for Excel proficiency experience.

Interactions

Employee must have the ability to work as a member of team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position typically obtains and provides information according to prescribed business and finance practices.

Supervision

This position exercises no supervision over other staff. This position receives supervision from the Assistant Director of Financial Services.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>		
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	X	_____
Stand	0	1	2	3	4	5	6	7	8	X	_____
Walk	0	1	2	3	4	5	6	7	8	X	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8		_____
Explain											

2. **THIS POSITION REQUIRES:**

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X	_____	_____
Bending	X	_____	_____
Kneeling	X	_____	_____
Reaching	_____	_____	_____
➤ Overhead	X	_____	_____
➤ Forward	X	_____	_____
➤ Low	X	_____	_____
Twisting	X	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	X	_____	_____
➤ Other	_____	_____	_____
Traveling on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. **THIS POSITION REQUIRES EMPLOYEE TO:**

	Indicate letter in appropriate Space: Less than 2 hrs daily	LIFT=L Up to 2 hrs daily	CARRY=C Between 2-5 hrs daily	PUSH=P Between 2-5 hrs daily	PULL=PL Over 5 hrs daily
11 - 24 lbs	L, C, P, PL	_____	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. **POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:**

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	X
Filing	_____	_____	X
Other Explain:	<u>Operation of a computer mouse and other standard office equipment</u>		

5. This Position:

- ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)
- or
- NON-ESSENTIAL (able to work from home when the office closes for inclement weather)

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

__X__ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

_____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

__X__ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

__X__ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesies. [1]

_____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

_____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

_____ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university

activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment:	
Authorization:	Name:	Date:
Human Resources		
Supervisor:		