University of Nebraska Central Administration

Job Description

General Information

Working Job Title:	Job Family:	Job Family Zone:
Accountant L1	Administrative/ Business Operations	Associate
Position Number:	Department Name:	SAP Organization Unit Number:
	Vice President for Business and Finance	50000096
Employee's Name:	Date of Last Update:	Title of Supervisor:
	11/16/2016	Director of University Accounting
SAP Personnel #:	Last Updated By:	Name of Supervisor:
	HR	Keith Lauber

Position Summary

Provide administrative and financial record keeping support for the business transactions at the University of Nebraska Central Administration. Monitor and maintain documentation for monitoring accounts, managing SAP 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
Financial Accounting: • Compile information for accounting and finance data (i.e. requisitions, journal entries, purchase order, invoice vouchers, etc.) and maintain relevant documentation to support the transactions. • Maintain reconciliation database and UNCA accounting database on the SAP system, enter data, reconcile expenses to monthly accounting ledgers or reports, print monthly activity for departments, and prepare summaries for the Provost and President's Offices, enter data to record a transaction, label transactions as to use and purpose of the item, and print ad hoc reports using the SAP reporting templates; • Prepare/distribute billings to departments on the appropriate campuses (i.e., data forms, consulting expenses, State of Nebraska billings, etc.); • Advise central administration staff concerning accounting procedures and policies, to answer inquiries and to provide guidance in the resolution of accounting problems. • Ensuring financial transactions are in compliance with University rules and regulations and State and Federal laws. Follow the records retention policies and procedures. • Run reports from university purchasing card program and match to reconciliation program reports; distribute reports and follow up as needed with campuses regarding necessary corrections. Verify and examine data on vouchers, invoices, and computer printouts and other documents to insure the information is accurate and meets the State of Nebraska accounting requirements. • Contact vendors for ordering information, federal tax number, W-9's, phone and fax numbers. Request from the Purchasing Department new vendor set-up to process orders. • Post UNFC and Endowment activity to reconciliation files from trustee statements; maintain accounting database for UNCA reconcile transactions to departmental source documents. Maintain proper paper documentation for these transactions.	70	*
NeSIS financial support: Maintain a complete set of files (ex: orders, purchase orders, unpaid and paid invoices, purchasing card requests) for the NeSIS group. Prepare requisitions upon their request. Reconcile the monthly ledgers.	10	

Administrative Support: • Coordinate vendor services for Varner Hall and order office supplies as needed. • Maintain vehicle logs, postage logs, and courier logs. • Maintain membership and magazine subscription lists. • Maintain petty cash and petty cash reimbursement. • 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.	20	*

Zone Definition Factors

Nature/Complexity of Work

In general, the work can be very complex 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 difficult, but the systems available to track and report data are very helpful.

Problem Solving/Decision-making

This position requires 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 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

Thorough knowledge of accounting theories, practices, regulations, and financial concepts. This position demands 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. Adobe software knowledge for converting pdf documents to word documents and vice versa is essential.

Interactions

Employee will work extensively with all staff at Varner Hall in the office of the President, NeSIS, campus representatives, and other affiliate offices. 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, but provides functional guidance to other co-workers. This position receives limited, in-direct Supervision* from the Director of University Accounting. {*This is based on level of proficiency and years of service.}

Minimum Qualifications

Bachelor's degree in accounting or finance required with a minimum of five years of progressively responsible experience in accounting. SAP financial system experience, desired. Microsoft Word, Excel (advanced level), and Outlook skills are required. The equivalent experience from which comparable knowledge and abilities can be acquired may be considered.

Physical Requirements

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

	Circle the appropriate number of hours									*Indicate intermittent or constant* 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			
➢ 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**:** **LIFT=L** **CARRY=C** **PUSH=P** **PULL-PL**

	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	X			
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: Operation of a computer mouse and other standard office equipment

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:

_____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 courtesy. [1]

__X__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]

___X_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]

__X___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]

__X__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= Associate	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	11/16/2016
Supervisor:		