# Job Specification

**Job Title:** Accountant III

**BCAT Code:** 09LX02  
**Pay Grade:** G15  
**FLSA Status:** Exempt  
**Effective Date:** April 1, 2007  
**Revision Date:** July 1, 2013

## General Description
Performs advanced level accounting duties in maintaining various accounting records for a department or college.

## Examples of Duties
- Supervises and directs the work of lower level accounting staff.
- Audits and processes all payments received and refunds to students for dropped classes, etc.
- Prepares Board of Regents financial report.
- Prepares tax reports.
- Assists in the development of policies and procedures.
- Monitors compliance with applicable laws, policies, and procedures.
- Audits and balances payrolls.
- Prepares monthly, quarterly, and annual financial statements.
- Reconciles accounts to the General Ledger.
- Prepares cash needs analyses.
- Monitors cash vaults.
- Approves adjustments made to accounting records.
- Approves cash advances, travel requisitions, etc.
- Provides customer service and cashiering services.
- Prepares bills and invoices, such as student notices of payment, etc.
- Maintains files on loans.
- Resolves discrepancies in accounting records.
- Performs other related duties as assigned.

## Knowledge, Skills and Abilities
- Knowledge of University rules, policies, and procedures.
- Knowledge of computer and information systems and accounting software, such as Peoplesoft Spectrum, MS Excel, MS Word, MS Access, etc.
- Knowledge of business and financial management practices.
- Knowledge of advanced accounting principles and practices.
- Effective communication, time management, and organizational skills.

## Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience. Must be bondable for some positions.

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*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*