BASIC FUNCTION AND RESPONSIBILITY

To exercise basic accounting control over a group of chartfields within a given fund or department(s).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Review transactions for correct classification and appropriateness of expenditure, and resolve differences with departments and sponsors.
Prepare reports on a chartfield or group of chartfields for various managers, sponsors and granting agencies.
Initiate and process journal entries for various chartfield combinations.
Coordinate account activity with the chartfield source.
Answer questions, and resolve accounting problems and discrepancies.
Monitor balances and reconcile variances.
Review monthly financial statements and reports to verify compliance with the conditions specified by the funding source.
Assist project directors in interpreting regulations of sponsoring agencies.
Maintain files that support the chartfield or payroll activity.
Assist in year-end closing, and the preparation of schedules for financial and payroll reports.
Utilize database tools to obtain information needed to complete assignments.

SUPERVISION RECEIVED

Supervision is received from the Manager, Financial Services or other designated official.

SUPERVISION EXERCISED

Functional supervision may be exercised over assigned office staff.

QUALIFICATIONS

Bachelor’s degree in business administration or an equivalent combination of education and experience is necessary.
Some knowledge of University business policies and procedures is desirable.

View Salary Range:
http://www.med.umich.edu/medschool/staff/salaryrangesb.html