



## University System of Maryland Job Class Specification

**TITLE: ACCOUNTING ASSOCIATE**  
**FLSA: NONEXEMPT**  
**EEO6: H40**  
**IPEDS-SOC: S-433031**

**JOB CODE: N09ACC**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: FIN**

**APPROVED BY:**  
Assistant Vice Chancellor JoAnn Goedert

**EFFECTIVE DATE: 10/06/2010**

### **JOB SUMMARY**

Under general supervision, supervises complex accounting clerical, bookkeeping, payments receivable & departmental deposit processing or auditing activities. Serves as primary bookkeeping specialist for a major function such as complex multi-grant and contract accounting support, loan processing and payment plan support, or supervises and trains subordinate personnel.

### **PRIMARY DUTIES**

1. Performs complex clerical activities essential to accounting, such as accounts payable/receivable, payment handling procedures, posting or reconciling ledgers and accounts, processing and disbursing refunds, preparing trial balances, payroll, leave accounting and preparing consolidated reports.
2. Provides primary bookkeeping support services for complex accounts that require regular reports, active monitoring of fund and budget amendments, and/or departmental deposits for multiple campuses. Reconciliation and detailed research to resolve discrepancies including validation of armored car transactions.
3. Assists accountants or auditors in making modifications to existing accounting systems or in the formulation and installation of new systems.
4. Performs analysis of various ledger accounts such as reviewing entries, verifying amounts, monitoring and balance cash funds, comparing and reconciling balances and interpreting trends or deviations from accounting standards.
5. Supervises and monitors the bookkeeping activity of a unit, ensuring details of financial transactions are recorded in journals, ledgers and automated system.
6. Researches and resolves credit card payment issues.
7. Processes loan closing procedures for campus emergency and institutional student loans, verifying identification and completion of the appropriate promissory notes maintaining accurate documentation.
8. Reviews all transactions posted to assigned accounts by ensuring all account activity is recorded, all adjustments are calculated and corrections made.

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9. Provides a consistent level of customer service relating to inquiries about payments and processing regarding their billing and registration activity. This requires being aware of and adhering to all privacy rules including the campus provisions for FERPA, Graham Leach Bliley, and approved Red Flag Rules.

10. Prepares a variety of reports using manual and automated systems and equipment, personal computers and related software.

11. Monitors cash and checks to help detect counterfeiting and forgeries.

12. Supervises and trains subordinate personnel, determines work priorities, plans, schedules, assigns and reviews work.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

EDUCATION: High school diploma or GED.

EXPERIENCE: Four years accounting clerical experience. Customer service experience and/or cash handling and payment processing experience.

OTHER: None

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of bookkeeping principles, mathematical methods and techniques and accounting standards. Skill in performing mathematical computations; in using analytical techniques to reconcile financial data; in reviewing and processing financial documents; in operating calculators, personal computers and related software. The ability to exercise attention to detail in the area of monetary transactions. Ability to understand and explain items within an accounting system. Ability to communicate effectively, to prepare written records and reports; to work independently with little supervision; to supervise and train others in assigned accounting clerical work; to establish and maintain effective work relationships; to operate manual and automated office equipment. Must have the ability to understand the various privacy laws and audit requirements placed on the daily function of the position.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

### **CONDITIONS OF EMPLOYMENT**

