

**MORGAN STATE UNIVERSITY
JOB SPECIFICATION**



ACCOUNTING ASSOCIATE

Class Code: 09
Pay Range: 02323

FLSA Code: N/E (Non-Exempt)
Job family/series: hrm

JOB SUMMARY

Under general supervision, supervises complex accounting clerical, bookkeeping, or auditing activities. Serves as primary bookkeeping specialist for a major function such as complex multi-grant and contract accounting support or supervises and trains subordinate personnel.

PRIMARY DUTIES

1. Performs complex clerical activities essential to accounting, such as accounts payable/receivable, posting or reconciling ledgers and accounts, 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, reconciliation and detailed research to resolve discrepancies.'
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, 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. Reviews all transactions posted to assign accounts by ensuring all account activity is recorded, all adjustments are calculated and corrections made.

7. Prepares a variety of reports using manual and automated systems and equipment, personal computers and related software.
8. 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.

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 documents; in operating calculators, personal computers and related software. Ability 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.

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.