

CIVIL SERVICE POSITION DESCRIPTION

PRESENT CLASSIFICATION: Accountant II

Date: February 9, 2021

DEPARTMENT/DIVISION: Office of Correctional Medicine

Function

Under general direction, the Accountant II serves as an experienced accountant in the Office of Correctional Medicine (OCM). This position is responsible for accounting, budgeting, cost accounting and assigned fiscal functions for the OCM.

Organizational Relationship

The Accountant II reports to the Chief Administrative Officer (Business Admin Associate) of the OCM, who in turn reports to the Executive Director, who in turn reports to the Associate Provost for External Relations, who in turn reports to Dean and Provost of the SIU School of Medicine/Chief Executive Officer of SIU HealthCare, who in turn reports to the President of the SIU System and Chancellor of SIU Carbondale. This position also represents SIU SOM Office of Correctional Medicine's interest in administrative and business operations when directed.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement. Consistently supports compliance by maintaining privacy/confidentiality of information, displaying ethics and integrity, reporting non-compliance and adhering to applicable federal, state and local laws and regulations, accreditation and license requirements (if applicable) and to current IDOC and SIU School of Medicine policies and procedures. Maintain a HIPPA compliant environment for patients.

% of time	Duties
40	1. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Verify, allocate, post and reconcile transactions. Prepares payments and invoices by verifying documentation, and requesting disbursements. Recommends financial actions by analyzing accounting options. Review accounts for discrepancies and reconcile differences and advise management about issues such as resource utilization, the assumptions underlying budget forecasts, etc. Coordinates and expedites necessary actions regarding organizational activities and travel. Authorizes purchase transactions and keeps management informed of overall financial position. Reviews and monitors OCM fiscal transactions and accounts with responsibility for overall controls.
20	2. Develop and document business processes and accounting policies to maintain and strengthen internal controls. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology. Maintain accounting controls by preparing and recommending policies and procedures.
10	3. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Prepare financial statements and produce budget according to schedule. Support month-end and year-end close process. Participates in internal and external financial audits to ensure compliance.
10	4. Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice. Conducts extensive research assignments involving the evaluation, selection and compilation of information from a wide

	variety of sources; prepares reports which require the synthesis or integration of a variety of subject areas or the summation of the individual contributions of staff members or sub-units; assists investigators with proposal preparation. Provides comprehensive and timely reports and detailed analysis for administrative use. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. Establish tables of accounts and assign entries to proper accounts.
5	5. Receives incoming mail and responds or takes action to items as appropriate; this may require interpretation, explanation, or defense of fiscal policies, guidelines, or functions; composes correspondence and other documents that require the synthesis or integration of a variety of subject areas or the summation of the individual contributions of staff members or sub-units.
5	6. Participates in the analysis, design, and implementation of office information systems; develops and implements procedures and recordkeeping systems to support the fiscal and administrative functions performed by the unit.
5	7. Represents the OCM on various internal/external committees as required.
5	8. Performs other related duties as assigned.

Skills and Abilities Needed for the Position

1. Knowledge of finance and accounting principles, practices, methods, and techniques
2. Must have demonstrated professional presence and ability to work and communicate effectively internally and externally, be a strategic thinker with excellent problem solving and organizational skills as well as a visionary and proactive approach. Excels in communicating sensitive and/or adverse information. Must possess excellent oral and written communication skills.
3. Demonstrated abilities and success in fiscal and accounting management, including the concurrent management of numerous, complex projects. Strong multi-tasking skills
4. Demonstrated abilities to understand and work successfully with the various interrelationships present in a government or academic setting
5. Demonstrated ability to plan, organize, and present complex finance, accounting or contract documents and programming that are clear and concise and results-oriented
6. Demonstrated abilities to maintain full confidentiality in all matters and to exercise sensitivity in all aspects of the position and the workplace, including employee and management concerns and issues, and protection of sensitive data and information
7. Evidence through professional activities that demonstrates intelligence, flexibility, creativity, and “quickness” in the understanding (analysis and synthesis) of complex concepts and models. Ability to be progressive and proactive in planning and organizing finance and accounting initiatives; visionary and forward thinking.
8. Experience with finance and/or accounting systems or program design, development, implementation, transformation or transition
9. Sensitive to the needs of underrepresented and minority populations and has non-judgmental approach to servicing these populations. Must be compassionate and approachable and have respect for patient’s confidentiality
10. Analytical thinker and complex problem solver. Must be responsible and trustworthy and possess strong ethics, sound judgment and expert decision making abilities
11. Significant experience working with quality management, external auditors, internal controls and compliance-related issues
12. Experience with data collection, analysis and utilization
13. Experience developing and understanding legal documents, contracts and consulting agreements

Desired Qualifications

- A. Advanced degree in accountancy or registration as a Certified Public Accountant

Responsibility

- A. Supervisory Controls – The Accountant II reports to the reports the Chief Administrative Officer (Business Admin Associate) of the OCM, who in turn reports to the Executive Director, who in turn reports to the Associate Provost for

External Relations, who in turn reports to Dean and Provost of the SIU School of Medicine/Chief Executive Officer of SIU HealthCare, who in turn reports to the President of the SIU System and Chancellor of SIU Carbondale. This position also represents SIU SOM Office of Correctional Medicine’s interest in administrative and business operations when directed.

- B. **Guidelines** – Control over the position shall be by written and oral directives according to the statutes, regulations, and policies of Southern Illinois University, SIU Carbondale, SIU Board of Trustees, SIU HealthCare, and the SIU School of Medicine; as well as by direction of the Dean and Provost/Chief Executive Officer and the laws of the State of Illinois.

Difficulty

- A. **Complexity** – Subject to general direction, the incumbent performs fiscal, financial and administrative functions and responsibilities with an attention and keen eye to detail, strong organizational skills and thoroughness in completing work tasks. Incumbent must be confidential, honest, have a strong sense of ethics and possess integrity. This position requires being reliable, responsible and dependable; have strong analytical thinking and requires analyzing information and using logic to address work-related issues and problems; requires being courteous to others on the job and displaying a positive attitude; requires persistence in the face of obstacles and a willingness to take on responsibilities and challenges; requires being open to change (positive or negative) and to considerable variety in the workplace. Incumbent must be capable of developing fresh ideas and strategies to solve complex and unique issues and be willing to continuously learn in order to ensure knowledge and skills remain up-to-date and to maintain a thorough understanding of the latest news and developments in the field of accounting.

Independently performs highly complex and specialized studies; prepares interpretations of findings, translates findings into proper form usable by other professional personnel; establishes and maintains working relationships on various matters involving the program area. Directs and participates in research and reporting activities of programs and services relative to administrative support staff.

- B. **Scope and Effect** – Performs financial functions related to the collection, accuracy, recording, analysis, reporting and presentation of OCM’s financial operations. May interact with third parties, such as vendors, customers and financial institutions.

Personal Contacts

Personal contacts will be face-to-face, telephone, e-mail, etc., and will be with staff, partners, stakeholders and customers. The purpose for these contacts is for OCM finance and fiscal operations, management, functions and processes.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

See attached Physical and Environmental Requirements form

Incumbent Date

Reviewed by:

Immediate Supervisor Date

Department Head/Chair Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Business Admin Associate**

Position No. (If applicable): _____ Department: **Office of Correctional Medicine-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		20 - 40 lbs.			<input type="radio"/>
Carrying		20 - 40 lbs.			<input type="radio"/>
Lifting		20 - 40 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>				

I affirm the environmental and physical demands listed on this form are an accurate reflection of the

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date