

## POSITION DESCRIPTION

INCUMBENT: \_\_\_\_\_ CSN: \_\_\_\_\_ FLSA STATUS: \_\_\_\_\_  
PRESENT CLASSIFICATION: Accountant I DATE: 11/21/2022  
DEPARTMENT/DIVISION: Office of External Relations

### **POSITION FUNCTION**

This position is responsible for a broad range of fiscal activities essential to assisting the Associate Provost of External Relations. This position performs duties of a specialized nature involving a variety of fiscal management duties required to accurately maintain and monitor expenditures, contracts, revenue, grants and budgets for the Office of External Relations.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Associate Provost of External Relations who reports to the Dean and Provost of SIU School of Medicine.

### **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 external and internal customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

#### **I. Fiscal Management**

**(40%)**

1. Monitors and tracks spending and other fiscal transactions involving state and grant-funded accounts within the Office of External Relations.
2. Independently reviews vouchers, requisitions, purchase orders, and other transaction documents for completeness, accuracy, availability of funds, appropriateness of transaction, and conformity to statutes, policies, procedures and/or contractual agreements.
3. Posts financial information to journals and ledgers manually or using electronic accounting systems; assigns appropriate expenditure codes; adjusts, reconciles accounts and approves transactions.
4. Utilizes fiscal reports using AIS to analyze accounts and provide status reports.
5. Contacts vendors for documents required by the Purchasing Department, such as proof of insurance and W-9 forms.
6. Maintains familiarity with department contracts to ensure the appropriateness of transactions.

7. Signs and approves correspondence, requisitions, vouchers and similar documents as a fiscal officer delegate; prepares documents and correspondence for fiscal officer's signature.
8. Serves as a backup for preparing certain purchase requisitions, receiving invoices, processing payments and making P-Card transactions.

**II. Grants (30%)**

9. Assists with the organization and preparation of reviewing and coordinating grant budgets as part of the grant application process. Assists with budget and staff effort allocation adjustments when necessary.
10. Monitors grant accounts including tracking expenses on a monthly basis. Creates and maintains tracking worksheets for grant spending consistent with the grant budget submission. Keeps fiscal officer informed of detailed spending and overall compliance with the grant budget.
11. Serves as a liaison and point of contact for subcontractors to ensure that invoices are sent and processed on a timely basis and in accordance with the subcontract.
12. Assists the Grants Accounting staff with preparing quarterly, annual and close-out reports.

**III. Budget (20%)**

13. Runs system reports to provide monthly budget updates for analysis to the Associate Provost of External Relations which requires the utilization of various sources.
14. Reviews and organizes documentation and reports to assist in the preparation of the annual fiscal year budget for OER accounts.
15. Tracks OER cash flow and recommends mid-year transfers and changes as needed. Coordinates with the Office of Management and Budget to submit budget modifications throughout the fiscal year for approval.

**IV. Payroll (10%)**

16. Coordinates and processes payroll and benefit reports for bi-weekly employees. Maintains files of departmental confidential payroll records.
17. Maintains an understanding of university policies regarding fringe benefits, overtime and holiday pay. Ensures backup documentation is obtained when necessary.

**Knowledge, Skills and Abilities (KSAs)**

1. Knowledge of general accounting principles and practices, including knowledge of requirements of state and federal statutes, rules, regulations and guidelines or ability to independently research and learn where there are knowledge gaps.
2. Effective oral and written communication skills.
3. Demonstrated proficiency in computer systems, including Microsoft Office.
4. Proficient in organizing, planning and prioritizing daily work and longer-term projects.

5. Demonstrated ability to exercise sound judgment and apply decision-making and problem-solving techniques.
6. Able to work independently and accurately.
7. Able to maintain an attention to detail without sacrificing productivity.
8. Able to exercise discretion and maintain confidentiality with information and issues.
9. Sensitive to the needs of underrepresented and minority populations.

### **Minimum Qualifications**

A combination of work experience and education totaling at least three (3) years of accounting or closely related field.

### **Responsibility**

- A. Supervisory Controls – This position has no supervisory responsibility. Incumbent must be able to assume responsibility and work well without close supervision. Uses own judgment in most circumstances and sets priorities in carrying out duties as staff support.
- B. Guidelines – Incumbent uses knowledge and expertise from prior work experience to perform position's duties. This position is expected to work within the policies, procedures and guidelines established by SIU School of Medicine and the State of Illinois.

### **Difficulty**

- A. Complexity – This position requires the incumbent to be self-starting, self-directed, yet collaborative. The position requires organizational ability, problem-solving skills, and the ability to handle multiple responsibilities at one time. This position works in a high-demand office handling a variety of projects and generally operates at a very high activity level.
- B. Scope and Effect – The incumbent fulfills responsibilities in support of internal office operations and larger scope projects.

### **Personal Contacts**

Personal contacts will be in-person or via telephone and electronic means. Frequent interaction will occur with SIU School of Medicine fiscal officers, grants office staff, revenue contracts staff, purchasing office staff and others within the Office of External Relations.

### **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.

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Accountant I**

Position No. (If applicable): \_\_\_\_\_ Department: **Office of External Relations-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

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

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 checked="" type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input 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	<b>10 - 20 lbs.</b>				<input type="radio"/>
Carrying	<b>10 - 20 lbs.</b>				<input type="radio"/>
Lifting	<b>10 - 20 lbs.</b>				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

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 _____
HR-0195S 05/20	<input type="button" value="Clear"/>	<input type="button" value="Print"/>	<input type="button" value="Physical Demands Definitions"/>	Page 1 of 1