UNIVERSITY OF WISCONSIN-SUPERIOR
GENERAL LEDGER / BUDGET ACCOUNTANT
POSITION DESCRIPTION

Working Title: General Ledger/Budget Accountant
Hayes Hill Title/Level: Accountant, 1.0 FTE
Position Reports To: Controller / Director of Business Services

Position Summary:
This position provides accounting services to campus in the areas of general ledger, budget, financial reporting, cash management, and special projects. The position has responsibility for administering accounting transactions, budget preparation, and financial reports. The General Ledger / Budget Accountant exercises independent decision making and must effectively communicate financial information and policies to UW-Superior funding managers and campus administrators.

This position functions under limited supervision and provides accurate and timely financial information to campus. Additionally the position provides financial advice and analysis; including interpretation of rules, regulations, policies and guidelines of varying complexity. Duties of this position further include record keeping and problem solving which requires a strong understanding and application of established accounting principles, policies and procedures.

Duties and Responsibilities:

General Ledger Accounting

- Create and maintain the Chart of Accounts trees in SFS
- Create and maintain the Schedule of Tuition and Segregated Fees
- Monthly Reconciliation of the Perkins Account to UAS records
- Prepare the annual Fiscal Operations Report and Application to Participate (FISAP)
- Draw cash from the Department of Education and maintain supporting documentation
- Create and maintain Auxiliary Operation Cash Flow Statements; run and distribute the reports
- Prepare the annual statement of Inventory Valuation, Property Renewal, and Business Interruption
- Approve and coordinate all raffle fundraising events on campus; apply for annual raffle license
- Approve and coordinate all fundraising events on campus
- Prepare the monthly Sales and Use Tax Report for the University
- Create and maintain the Weekly Financial Reports
- Code and forward Unemployment Tax Liability Invoice
- Verify coding accuracy of monthly and bi-weekly payrolls, move student and staff salaries to appropriate cost centers as need
- Allocate the Investment Interest received from UW System to appropriate cost centers
- Analyze Perkins Loan Cost Centers
- Review and approve/disapprove all requests for new course lab fees
- Review and approve daily accounts payable vouchers
- Review and approve interunit journals
- Process and/or review and approve campus chargebacks
- Load monthly U.S. Bank purchasing files and process journals
- Create and maintain the Parking Permit refund schedule
• Analyze appropriate cost centers at year end, work with Auxiliary Directors to determine Period 998 Adjustments and submission
• Create and process Budget Transfers and accounting Journal Entries
• Calculate and develop invoice for monthly chargeback to Foundation
• Breakout and distribute student organization segregated fee revenue
• Year End Duties

Budget Administration

• Review/organize budgets submitted by Vice Chancellors, Deans, Directors and Chairs
• Coordinate self-sustaining budgets
• Monitor input of collected, reviewed, and organized data
• Preparation of all GPR and 11011-GPR Budgets for terminal input
• Regrouping and restructuring information received from Dean and Vice Chancellors
• Keep current on program guidelines in order to assist the VCAF
• Load the Red Book Budget into appropriate systems

Other duties as assigned

• Review transactions for compliance with State and University guidelines in WISDM
• Create journal vouchers to transfer and correct funds as necessary
• Serve on Search Committees for hiring of new staff
• Complete mandatory trainings and professional development opportunities
• Other duties as assigned

Knowledge, Skills, and Abilities

• Knowledge of Generally Accepted Accounting Principles (GAAP)
• Knowledge of financial regulations for a variety of funding sources
• Knowledge of and experience with complex computer-based financial management systems
• Ability to analyze and explain financial data, rules, and regulations
• Ability to interact respectively with people of diverse backgrounds
• Commitment to customer service
• Demonstrated ability to handle multiple priorities

Minimum Qualifications

• Two or four year degree in accounting or business related discipline
• Three years of experience in a financial accounting position

Preferred Qualifications

• Experience with interpersonal, organizational, analytical, and communication skills
• Proficient using Microsoft Office products including Excel and Word
• Experience with budgeting and forecasting
• Higher education, governmental, or equivalent experience in a highly regulated industry
• Experience with PeopleSoft / Oracle based financial systems