

ClassCode:..... 0109A
Position #: (PTAA).....
Developed by..... .SG
Reviewed by..... MH
Approved by..... LK
Date:..8/03; 09/04; 03/10

University of Rhode Island
Position Description

TITLE: Accountant (Cash Reconciliation)

DIVISION: Business and Finance

REPORTS TO: Manager, Reconciliation

SUPERVISES: N/A

GRADE: 9

BASIC FUNCTION:

Responsible for the University's escheatment process, reconciling large complex bank accounts, tracks financial data, calculates and files the state escheatment yearly report and assists in projects including: audits, the development of financial relationships / services, the automation of processes, and the implementation of new technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as a key member of the cash management and reconciliation team that reconciles cash, tracks financial data, calculates and files the state escheatment yearly report and assists in projects including: audits, the development of financial relationships / services, the automation of processes, and the implementation of new technology. Specific duties include:

Learn various University financial systems and all related interfaces.

Clear items in University bank accounts to the correct fund, department, program and account.

Interpret billing and depository instructions.

Reconcile complex bank accounts.

Prepare aging analyses of open items.

Research and analyze items that have not cleared to determine if they are escheatable.

Prepare state filings for escheatment.

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Participate as an active member of the University's cash management team.

Resolve outstanding issues and effectively communicate these resolutions to the appropriate departments within the University.

Learn and apply University and state policies.

Assist in the implementation of new financial services.

Assist in the preparation of RFP's for financial services.

Assist in the implementation of new technology.

Prepare management reports as needed or requested.

OTHER DUTIES AND RESPONSIBILITIES:

Work as a liaison on projects with other departments for the cash management/reconciliation banking function.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree in accounting, finance, business administration or related field with a minimum of 2 years of accounting experience required. Experience with word processing, spreadsheet and database management software required. Demonstrated ability to communicate effectively verbally and in writing; prepare and deliver oral presentations to various groups; ability to work with a diverse population. Must possess excellent interpersonal skills and demonstrated ability to be a team player.

Preferred: Experience with cash management and banking relationships is highly desirable.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.