

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00366	Pay Grade:	7
JD Title:	Accounting Administrator	JD FTE Hours:	35
Job Family:	Accounting		

General Description

Responsible for overseeing and resolving daily processing issues that arise in the areas of cash and accounts receivable, accounts payable and payroll. Provides assistance with inventory management by taking responsibility for cycle counts and assisting with preparations for annual physical inventory. Requires knowledge and understanding of applicable accounting policies and procedures relevant to a revenue generating entity within the University.

Representative Duties & Responsibilities

- Prepare monthly financial statements including, but not limited to, calculating key indicators such as, gross margin, and inventory turnover.
- Collaborate with buyers to create departmental budgets and provide insight into relevant financial information.
- Analyze inventory trends to ensure that gross margin targets are achieved and inform various departments of relevant issues with inventory levels.
- Analyze part-time payroll and follow up with departments regarding discrepancies.
- Review and evaluate current processes and practices and implement accounting best practices.
- Review, analyze, and recommend improvements to existing internal accounting software and control procedures.
- Oversee inventory cycle counts by buyers, investigate discrepancies between counted quantities and internal records, and provide guidance to store staff on how to prevent future discrepancies.
- Oversee cash handling procedures including, but not limited to, balancing cash, reviewing register reports, and improving cash control procedures.
- Investigate cash shortages and overages in store registers, and coordinate resolutions with appropriate staff and security services.
- Assist with resolving daily processing matters including, but not limited to, functional systems and accounting issues with vendors, customers, and outside agencies.
- Verify the accuracy of uploaded accounts payable and sales data into the University accounting system.
- Provide detailed information to department buyers regarding key indicators such as gross margins, inventory turnover, and stock adjustments.
- Calculate inventory changes on a monthly basis ensuring accuracy of information in the inventory control system.
- Reconcile data and information from department systems with University systems.
- Complete the documentation required for the on-boarding and termination of casual and part-time employees.
- Approve and enter payroll information.
- Update and maintain information in a variety of databases and spreadsheets.
- Monitor and reconcile accounts and resolve discrepancies and imbalances.
- Create reconciliation sheets for balancing accounts.
- Create spreadsheets to track financial data and analyze financial data.
- Oversee the processing of vendor payables and customer receivables.
- Assign work tasks to staff and ensure that they are shown the proper methods and procedures for completing tasks.
- Liaise with all areas of the department to ensure continuous adherence to proper accounting policies and procedures.
- Receive and respond to questions and complaints regarding accounting issues and financial matters.
- Control access to department safes, and maintain the security of cash and other assets.
- Ensure proper opening and closing of the store on a rotational basis, following established departmental policies and procedures.

Representative Duties & Responsibilities

- Understand the process flow of various systems utilized by the department in order to resolve issues and suggest process flow changes.
- Prepare merchandise for inventory and conduct inventory counts.
- Prepare and disseminate mailings.
- Perform cashiering duties.

Supervision

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications

- Bachelor's degree in Business Administration, or related field.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day occasionally requires moderate physical effort for activities such as:
 - Carrying boxes of coins within the office.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, processing routine documents, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Analyzing inventory trends to ensure that gross margin targets are achieved.
 - Overseeing cash handling procedures including, but not limited to, balancing cash, reviewing register reports, and improving cash control procedures.
 - Preparing monthly financial statements including, but not limited to calculating key indicators such as gross margin and inventory turnover.
 - Verifying the accuracy of uploaded accounts payable and sales data into University accounting system.
 - Providing detailed information to department buyers regarding key indicators such as gross margins, inventory turns, and stock adjustments.
 - Liaising with all areas of the department to ensure continuous adherence to proper accounting policies and procedures.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Investigating cash shortages and overages in store registers, and coordinating resolutions with appropriate staff and security services as required.
 - Overseeing inventory cycle counts by buyers, investigating discrepancies between counted quantities and internal records, and providing guidance to store staff on how to prevent future discrepancies.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles multiple requests and simultaneous deadlines.

Health & Safety:

- Occasionally required to climb ladders when conducting inventory counts.

Job Description Rating Sheet

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JD #:	JD00366	Pay Grade:	7
JD Title:	Accounting Administrator	Total Points:	471
Job Family:	Accounting		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.5	37
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5