



**USC** University of  
Southern California

## Accountant I Job Description

### JOB INFORMATION

Job Code:	113419
Job Title:	Accountant I
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

### JOB SUMMARY

Applies the principles of accounting to review, prepare, reconcile and analyze accounting records and documentation and financial reports. Assists in the development of financial projections and forecasts.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	Accounting

#### Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of generally accepted accounting principles including fund accounting
	X	Knowledge of university financial systems plus a strong knowledge of computers and accounting applications

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Monitors, reviews and verifies accounting records and transactions for accuracy, timeliness and adequacy of supporting documentation. Ensures compliance with internal policies, agency rules and regulations, and generally accepted accounting principles.				
Determines current financial balances to produce schedules, summary reports, trial balances, income statements, and/or other accounting and financial documents in accordance with generally accepted accounting principles. Prepares financial reports from available accounting data following prescribed formats, as needed. Reviews and analyzes reports for accuracy prior to distribution.				
Identifies problems and interacts with internal and/or external contacts, as required, to correct deficiencies and/or discrepancies. Rejects and returns documentation as appropriate.				
Reconciles accounts to the university financial system. Researches and resolves problems and adjusts accordingly. Ensures supporting documentation exists for audit purposes.				
Serves as a resource for funding agencies and/or other organizations to provide requested or required financial information and reports. Clarifies or researches issues as necessary.				
Assists in developing and maintaining automated systems and procedures. Provides input for the development of accounting applications, reports, forms, records and documented procedures.				
Advises on university financial policies and procedures, agency laws and regulations, and generally accepted accounting principles.				
Maintains currency with laws and regulations governing accounting policies and procedures.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.