

California State University, Fullerton
Human Resources, Diversity and Inclusion

ACCOUNTANT SERIES MATRIX

FACTORS	Accountant I <i>Entry Level</i> Non-Exempt 1762	Accountant II <i>Intermediate Level</i> Exempt 4555	Accountant III <i>Advanced Professional Level</i> Exempt 4556
TYPICAL RESPONSIBILITIES	Generation of routine financial reports and statements and/or analysis requiring understanding and interpretation in the application of Generally Accepted Accounting Principles (GAAP) and the variety of work assignments.	Ensures that assigned accounting program activities are carried out; correct and reconcile account balances to external data; develops financial statements and reports; makes budget projections; provides training, guidance and assistance to other employees.	Assures that assigned accounting reporting systems and procedures are in compliance with established administrative policies; prepares complex financial statements and reports; analyze account balances and reconcile balances to external data; analyze accounting control procedures and recommend changes; provide technical advice and consultation to campus administrators.
KNOWLEDGE	General knowledge and understanding of accounting principles and practices advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems.	Thorough knowledge and understanding of accounting principles and practices; statistical and mathematical presentation of data. General understanding of internal control methods. Working knowledge of federal student financial aid annual reporting requirements, and quarterly grant reporting requirements.	Extensive knowledge and understanding of accounting principles and practices; advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools. General knowledge of governmental accounting and internal control methods and related laws, rules, and regulations.
INDEPENDENCE	General supervision; work is typically constant, well-defined. Assistance is provided in handling transactions not clearly covered by established university policy.	Work independently to perform the full range of professional accounting work which requires a thorough knowledge of Generally Accepted Accounting Principles (GAAP).	Exercise considerable judgment, initiative, and independence to achieve results. Serves as a high-level individual contributor providing expertise and/or provides lead work direction to other professional and/or technical staff.
PROBLEM SOLVING & DECISION-MAKING	Utilize routine problem-solving techniques associated with incorrect entries, deviations from established procedures, and other inconsistencies with accounting principles.	Utilize problem-solving techniques in finding solutions to complex accounting problems; provide consultative services to campus administrators in resolving accounting problems and recommend changes.	Interpret laws and rules involving the application of accounting principles and practices leading to the resolution of a wide variety of complex accounting problem-solving techniques; convey complex and technical professional accounting information to others inside and outside the unit.
EXPERIENCE	Any equivalent combination of education and experience which provides the required knowledge and abilities.	Equivalent to two years of progressively responsible professional accounting experience.	Equivalent to five years of professional level accounting experience.
EDUCATION	Equivalent to a bachelor's degree with a major in accounting, business administration, finance or a closely related field OR a combination of education and experience which provides the required knowledge and abilities.	Equivalent to a bachelor's degree with a major in accounting, business administration, finance or a closely related field OR a combination of education and experience which provides the required knowledge and abilities.	Equivalent to a bachelor's degree with a major in accounting, business administration, finance or a closely related field OR a combination of education and experience which provides the required knowledge and abilities.