**Financial Accountant I Standard Job Description**

**Classification Title:** Financial Accountant I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Financial Accountant I, under direction, performs entry-level professional accounting.

**Essential Duties/Tasks:**

**40% Financial Accounting and Reconciliation**

* Performs accounting work to include the recording, examining, and analyzing financial records, documents, or reports.
* Prepares and analyzes financial transactions.
* Audits accounting and financial documents for accuracy and completeness.
* Reconciles accounts and investigates discrepancies to report findings.
* Assures compliance with standards, policies, and procedures.

**20% Financial System Maintenance and Support**

* Serves as a backup to set up new accounts and maintain accounts in financial systems.
* Supports the setup of the GL and SL account, accounting analysis, bank tables, and funds.
* Assists with financial system configuration and workflow options.
* Provides technical assistance regarding accounting procedures and financial systems.

**10% General Accounting Assistance and Support**

* Answers general accounting questions.
* Provides technical assistance regarding accounting procedures.
* Researches discrepancies and reports findings related to accounting and financial systems.

**10% Compliance and Training**

* Assures compliance with standards, policies, and procedures.
* Ensures proper training has been completed and access requested is appropriate for job duties.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree or an equivalent combination of education and experience.

**Required Experience:**

* No experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Oral and written communication skills.
* Customer service skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**