

**Duke University
Division of Student Affairs
Nonexempt (Nonbargaining Unit) Position Description**

Official Job Title: Accounting Specialist
Working Job Title: Accounting Specialist
Job Code/Level/Family: Job Family=03; Job Level=08; Job Code=0119
Department: Housing, Dining and Residential Life
Supervisor: HDRL Financial Analyst II
Position Status: Non-exempt, regular, full-time
Staff Supervision: None
Schedule Note: Monday through Friday; occasional overtime, including nights and weekends

Nature of Responsibilities: Perform a variety of complex accounting tasks involved in maintaining financial records and processing related data, includes monitoring, verifying and reconciling accounts.

Specific Duties:	% of Effort
Perform a variety of complex accounting tasks involved in maintaining Dining Services and Residence Life, Housing unrestricted, capital, revenue, and expense accounts and processing related data such as invoices, vouchers and other documents; monitor and reconcile accounts with detailed financial statements. Works with on-line inventory system and complex inventory reconciliations. Maintain an organized financial file system in accordance with GAP guidelines.	35
Work with contract and self-operation units units to monitor and ensure vendor background checks and Duke Cards are properly executed.	25
Analyze financial information and prepare complex financial reports and statements reflecting various data for utilization by higher management.	10
Review and research SAP R/3 transactions for HDRL; review and park SAP R/3 transactions for HDRL created by others in HDRL; perform purchasing functions within SAP R/3. Process expense reports.	10
Provide back-up support to the staff assistant for various payroll functions as assigned.	5
Assist with audits of financial transactions, inventory audits, budget preparation, monthly variance analysis and fiscal year close out.	5
Maintain interface with departmental, division, and University personnel to obtain and provide information to verify or support financial records and ensure compliance with established University policies and procedures; prepare correspondence and answer inquiries regarding accounting information as required. Provide guidance and training to decentralized staff as necessary.	5
Perform related duties as assigned or required to meet department, division and university goals and objectives.	5

Required Minimum Qualifications:

Education: Work requires knowledge of general accounting principles usually through two years' post-secondary education in accounting or a related business field; minimum Associate's degree (or equivalent experience) in Business Administration or a related field.

Experience: Work generally requires minimum 3 years of experience in an accounting setting to become familiar with the accepted accounting practices involved in maintaining more complex financial records, reconciling accounting information and preparing financial statements; previous work in student services preferred; knowledge of Duke accounting systems and procedures is required.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Specific Skills and Competencies:

- Accounting/bookkeeping
- Microsoft Office suite
- SAP R/3
- Ability to juggle multiple tasks and deadlines concurrently
- Strong written, oral, and interpersonal skills.

Reporting Relationships

- 1) Title of supervisor for this position: HDRL Financial Analyst II.
- 2) No other positions report to this position.

Unusual Working Conditions: None.

Physical Requirements: No special physical requirements for the position.