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: Dining & Housing, Residence Life Business Office
Supervisor: 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

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<thead>
<tr>
<th>Description</th>
<th>% of Effort</th>
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<tbody>
<tr>
<td>Works with Dining Self-Op units mastering the skills of an on-line inventory system and complex inventory reconciliations related to Cost of Goods Sold reporting.</td>
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<tr>
<td>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. Maintain an organized financial file system in accordance with GAP guidelines.</td>
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<tr>
<td>Enter, park, review and research SAP R/3 transactions for D&amp;HRL which include the following; SAP journal vouchers; expense reports; purchase requisitions; process documents as needed for Accounts Payable/Purchasing.</td>
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<td>Analyze financial information and prepare complex financial reports and statements reflecting various data for utilization by higher management.</td>
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<td>Provide back-up support to the staff assistant for various payroll functions as assigned.</td>
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<td>Assist with audits of financial transactions, inventory audits, budget preparation, monthly variance analysis and fiscal year close out.</td>
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<td>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.</td>
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<td>Perform related duties as assigned or required to meet department, division and university goals and objectives.</td>
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Revision Date: Feb 2018
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.