

Accounting Associate

Exempt (Pay Grade 11: \$48,876 - \$73,320)

Minimum Education/Experience

- Bachelor's degree with CPA
- 5 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of work	<ul style="list-style-type: none"> • Often leads various complex budgeting, general ledger, accounting, proposal, payroll/ financial functions assuring all adhere to institutional policy/standards. • Identifies, plans, and implements internally delivered accounting services. • Communicates with and assists staff and outside agencies to identify accounting/budget needs and generates information for proposal funding. • Normally receives no direction on routine assignments and general direction on new assignments. 	<ul style="list-style-type: none"> • Decisions significantly impact quality and effectiveness of fiscal services.
Budget/Financial accountability	<ul style="list-style-type: none"> • N/A 	
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as spokesperson for assigned scope of work • Sometimes serves as liaison to federal and financial monitors. 	<ul style="list-style-type: none"> • Decisions significantly impact external, federal, state, and private audits.
Staff leadership	<ul style="list-style-type: none"> • Leads a team of exempt and non-exempt staff. • Provides leadership, mentoring, coaching, and assessment to ensure that assigned tasks are completed. 	<ul style="list-style-type: none"> • Decisions significantly impact quality and productivity of work environment.