

Wright State University
CLASSIFIED JOB SPECIFICATION
Project Accounts Specialist

I. JOB INFORMATION

Job Title: Project Accounts Specialist (CS 05)

Job Class: 12117 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction performs duties and task associated with the financial accounting of state and local funded projects. Uses independent judgment to determine appropriate accounts and manages fund balances to ensure proper state funding and payment requirements are met.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Reconciles accounting reports, develops reports, and prepares accounting entries.
- Investigates and resolves discrepancies with state accounting. Reviews information for accuracy and completeness.
- Maintains complete and accurate financial records, verifies information approved, reconciles Financial Accounting System, and prepares reports.
- Initiates and prepares forms (e.g., encumbrances, vouchers, change orders, vendor files validation, warrant cancellations/transmittals, application/affidavit for replacement warrant, stop payments, revenue receipts and certificate of records disposal).

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Excellent verbal/communication skills. Budget management experience. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

12110

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.