

## **Accounting Specialist, Quality Control**

### **PG 51**

This position reports to the Director of Gift Accounting and Reporting and performs cash control, revenue reconciliation and management, and other accounting and analytical activities relating to contributions received throughout the Office of Advancement at the University of Rochester. Position deposits and reconciles cash receipts, verifies proper crediting and recording of contributions in the Advancement gift system and UR accounting system that aid in the integrity of the data used for fundraising goals and strategy. Tracks and extracts financial data from various accounting and information systems or biographic data from the information systems to analyze and identify data or process irregularities for remediation, and to produce regular reports on Advancement gift operations. Exercises independent judgment and applies a working knowledge of internal and external standards, regulations, and applicable laws when resolving non-routine accounting matters.

#### **Specific Responsibilities:**

##### **Cash Management and Reconciliation – 70%**

Perform cash receipt deposit of contributions for various entities under the University of Rochester and affiliates. Record, classify, and summarize accounting transactions requiring knowledge of accounting policies, procedures, and systems within the department. Must apply a strong working knowledge of applicable laws/regulations/standards to assure that contribution and non-contribution revenue is recorded on the general ledger correctly. Compile documents and verify accuracy of work prior to posting receipts to the general ledger. Special projects or tasks as needed in support of the cash handling and deposit. Authorizes the transfer of funds across University accounts, and the transfer of funds between the University and affiliates. Informs appropriate institutional staff of asset transfers.

Review and reconcile daily reports and transmissions from banks and external vendors against internal records, logs, and the Advancement database. Reconcile bank accounts and general ledger postings for UR data provided from external sources. Complete journal voucher entries and corrections to the general ledger and Advancement database. Request check payments and journal transfers between UR departments or entities and affiliates as needed. Communicate with banks, Finance, and other internal

and external staff and vendors as needed to identify and resolve problems or discrepancies. Check UR ledger and Advancement database accounting transactions to locate and resolve discrepancies. Initiate and monitor transfers to reconcile the Advancement database with University ledgers. Perform current monthly reconciliation of credit card statements/activity and holding accounts.

### **Data Integrity and Maintenance – 25%**

25% Respond to inquiries and act as liaison between various institutional organizations including the UR Finance offices, UR Treasurer's offices, departmental staff, or other contacts as needed. Analyze problems associated with the Advancement database and make recommendations for solutions. Where error trend indicates system defects, consult with or refer the matter to the appropriate supervisor, presenting recommendations and seeking guidance as to the course of action to be taken.

Work with various internal customers to understand their informational and business needs, using efficient analytical approaches to business challenges. On a regular and continuous basis, exercise administrative judgment and assume responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area. Independently manage own workload and priorities, consulting supervisors and/or clientele as necessary.

Perform analysis of data reported in the Advancement database and financial system. Provide Advancement accounting services and information to Advancement Services. Compile internal control reports. Create and maintain spreadsheets, relational databases and word processing documents to track, compile, manipulate, and format data for reporting and operational logs. Other duties as assigned by supervisor.

## **Training and Development – 5%**

May assist in training new or temporary staff, and may also coordinate and direct activities of other unit staff as needed.

Acquire and maintain expert proficiency in the use of the internal databases as well as appropriate analytical tools.

Through training and training material, understand policies and procedures related to position; bring to supervisor's attention possible issues in a timely manner and participate in determining solution.

### **Qualifications:**

- Minimum two years college with courses in accounting, business, or related field. Bachelor's degree in accounting, business, or related field and experience in Advancement Services is preferred.
- Necessary strengths include organizational, analytical, financial, and problem solving abilities. Outstanding leadership, customer service, and interpersonal skills are also required, in addition to strong verbal and writing skills. Ability to manage multiple projects simultaneously.
- Must be able to develop solid relationships with advancement staff, administrators, and financial officers.
- Requires knowledge of national and institutional professional fundraising methods, and advancement services practices and standards.
- Knowledgeable in the use of various software applications, including spreadsheet, word processing, relational database, and presentation software.
- Scrupulous accuracy and attention to detail, as well as the ability to exercise sound independent judgment and follow established protocols and procedures