



# “REAL WORLD” OPPORTUNITIES UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University  
The University of Rochester is an Equal Opportunity Employer*

**Job Title: Staff Accountant Ref# 151720**

**Start Date: IMMEDIATE**

**GENERAL PURPOSE:**

With minimum direction and latitude for initiative and independent judgment, perform accounting work within the Department of Dermatology guidelines and standards. Involves examination of standard accounting documents for completeness, accuracy, and conformance to specific accounting requirements; monthly reconciliation of departmental ledgers; complete financial reports for research and clinical accounts. Perform routine and non-routine duties involving complexity and variety, requiring proficiency, excellent computer and organizational skills.

**BRIEF DESCRIPTION OF DUTIES:**

- Review financial data for all department accounts. Includes reviewing all financial data processed through the accounting system to ensure accuracy for all department accounts including research and clinical activity. Monitor expenses by reviewing purchases to ensure adequate funding is available. Independently identify any problem areas and take action to correct. Prepare routine and special reports. Responsible for designing and producing all department routine financial reports independently. Includes generating monthly expense reports for all grants and contracts. Prepare profit and loss statement for clinical activity. Perform cost analysis. Routinely perform analysis on each financial aspect of department finances. Ensuring that expenses are reasonable, monitor revenue and exam discrepancies to identify any trends and areas of improvement to department finances. Assist Senior Administrator in preparation of all annual department budgets. Independently work with faculty to prepare budget for grant proposals ensuring that granting procedures are followed. Assist faculty in ensuring that when preparing budgets for grants that they follow both sponsor and University guidelines.

**REQUIRED QUALIFICATIONS:**

Requires Bachelor's degree in accounting and 3 years experience in a relevant field; or an equivalent combination of education and experience. Background in restricted funds and sponsored program accounting helpful. CLASP Certification and M\$ER (URGEMS) knowledge is a plus.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to [judie.myers-gell@rochester.edu](mailto:judie.myers-gell@rochester.edu). To search for openings at the University of Rochester, visit online at [www.rochester.edu/jobopp](http://www.rochester.edu/jobopp) or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at [www.rochester.edu/working/benefits](http://www.rochester.edu/working/benefits).