UNIVERSITY OF MAINE SYSTEM CLASSIFICATION PROGRAM SPECIFICATIONS
ACCOUNTING SUPPORT SPECIALIST

<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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<tbody>
<tr>
<td>CL1</td>
<td>B21</td>
<td>Non-Exempt</td>
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<tr>
<td>CL2</td>
<td>B22</td>
<td></td>
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<tr>
<td>CL3</td>
<td>B23</td>
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- Incumbents in the Accounting Support job family are engaged in the receipt, disbursement, tracking or reviewing of financial information. Responsibilities range from operating a cash register and entering financial data, to the development and monitoring of budgets.
- This classification performs a variety of primarily routine, and some non-routine, accounting support responsibilities and tasks.
  - **Career Level 1** incumbents spend a majority of time on tasks requiring substantially similar knowledge and skill in assigned area of accounting support.
  - **Career Level 2** incumbents perform tasks that are moderately diverse, requiring general knowledge of several accounting functions, such as accounts payable, receivable, general ledger and budgets.
  - **Career Level 3** incumbents perform tasks that are diverse, requiring knowledge and skill in a variety of areas of finance.

**TYPICAL CLASS RESPONSIBILITIES**
(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Performs bookkeeping and administrative work relating to accounts receivable such as auditing, checking balances and accounts, and preparing fiscal reports. Performs bookkeeping and administrative work relating to the accounts payable system such as processing, distributing and maintaining invoices; checking balances and setting up financial records; and processing financial forms.
2. Operates a cash drawer; be responsible for cash reconciliation of drawers and safe; handles deposits; reconciles non-cash transactions, such as MaineCard and debit/credit transactions; maintains impressed funds.
3. Performs payroll related activities.
4. Communicates with vendors, contractors, and customers regarding payments; responds to questions and makes calls regarding overdue bills and billing problems; assists in handling student account problems and answering related correspondence; acts as a liaison between departments and vendors.
5. Monitors budget transactions and may assist with budget preparation, research, general ledger reconciliation and reporting; prepares journal entries and may assist with preparing monthly financial statements and reports.
6. Orders, receives and inventories equipment and supplies.
7. Operates office equipment and maintains extensive knowledge of appropriate computerized systems necessary for data entry and reporting.

8. Prioritizes and assigns work to lower level staff; monitors the performance of lower level staff; and trains staff on work methods and procedures.

9. Performs other duties of a similar nature and level.

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<th>LEVEL OF DECISIONS</th>
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<td>Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.</td>
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<tr>
<td>Incumbents may determine the steps to take to complete non-routine responsibilities and tasks, the order of the steps to be performed, and the tools necessary to complete the steps. Incumbents may prioritize tasks on a daily basis based on established deadlines.</td>
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<tr>
<th>DIRECTION RECEIVED</th>
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<tr>
<td><strong>Career Level 1</strong></td>
<td>Incumbents perform tasks following defined procedures and standards, the specific steps of most routine tasks are defined.</td>
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<tr>
<td><strong>Career Level 2</strong></td>
<td>Incumbents apply departmental and organizational policies and procedures to specific situations, and work under general supervision.</td>
</tr>
<tr>
<td><strong>Career Level 3</strong></td>
<td>Incumbents interpret policies and procedures in unique situations, and work under minimal supervision.</td>
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DIRECTION PROVIDED

- **Career Level 1** incumbents may assign/delegate work assignments to student workers and/or temporary employees; May troubleshoot problems and issues commensurate with relevant experience.
- **Career Level 2** incumbents may delegate/coordinate work assignments and smaller projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May encourage teamwork and group efforts; May troubleshoot problems and issues of a more complex nature requiring significant knowledge of relevant policies, practices and rules.
- **Career Level 3** incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May motivate individuals and encourage group efforts; May handle complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.

TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

Incumbents assigned to **Career Level 1** may be responsible for:
- Collecting and disseminating a variety of written and verbal communications requiring knowledge of relevant policies, procedures and rules for assigned area; providing explanations requiring some interpretation of policy to common questions and requests.
- Entering data.
- Compiling, sorting and summarizing a variety of routine data; Using a variety of programs, prepares simple charts and analyses, including basic summary statistics.
- Responding to questions regarding the status of GL accounts and vendor accounts.
- Receiving and processing payments.
- Preparing and distributing invoices for payment.
- Checking invoices for accuracy and completeness.
- Matching receipts to expenses.
- Operating and balancing a cash drawer.
- Checking balances.
- Coding accounting documents.
- Maintaining filing systems.
- Running defined queries; making basic modifications to queries in accordance with requested information.

Incumbents assigned to **Career Level 2** may be responsible for:
- In addition to **CL1** level responsibilities:
  - Handling verbal and written communications for a broad range of questions, issues and requests in assigned area of responsibility; preparing customized memos and related communications for non-routine issues; identifying needs of various parties to determine appropriate response.
  - Researching, sorting and summarizing a variety of routine and some non-routine data and information; integrating information from multiple data sources, and applying basic problem
solving as needed.
• Running periodic reports and reviewing for accuracy.
• Communicating with vendors regarding account issues.
• Monitoring and auditing assigned accounts.
• Processing journal entries.
• Making sure expenses are coded correctly.
• Reconciling accounts (e.g., of clearing accounts, Canadian & American checking accounts, paymentnet, touchnet, credit card account.)
• Processing payroll including adjustments and increases; Identifying and correcting errors.
• Ensuring compliance with State, Federal and University policies.
• Monitoring budgets and assisting with basic budget preparation.
• Processing refunds and deposits.
• Assigning existing department/account codes to invoices.
• Processing purchase orders.
• Managing cash funds, impressed funds, affidavit of loss forms, abandoned property, Canadian postage, 1099 reporting.

Incumbents assigned to Career Level 3 may be responsible for:
In addition to CL2 level responsibilities:
• Providing a full range of communications, both verbally and in writing, regarding non-routine questions, issues and procedures; handling the most complex and sensitive customer/student requests requiring a comprehensive understanding of relevant policies, procedures and rules; preparing individualized responses for non-routine and/or escalated issues.
• Researching, sorting and summarizing a variety of non-routine data for a broad range of applications and assignments; making decisions regarding the validity and quality of available data; preparing standard and non-standard summaries of relevant information.
• Adding new chartfield combinations to the system.
• Auditing accounts.
• Researching and resolving discrepancies.
• Generating financial reports.
• Approving purchase orders.
• Assisting with account reconciliation and summary reporting.
• Assisting with year-end accounting procedures.
Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.

- **Career Level 1**: High school diploma or equivalent (G.E.D.) AND one year clerical experience including six months accounting experience.

- **Career Level 2**: High school diploma or equivalent (G.E.D.) AND two years accounting support experience.

- **Career Level 3**: Two years of related, specialized post HS education or equivalent work experience and training AND two years accounting support experience.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. Additional qualifying experience may substitute for the education required of the assigned position.

### Licensing Requirements

Incumbents in this class may require:
- None.

### Knowledge Requirements

**Classification knowledge requirements:**
- Customer service principles;
- Modern office procedures and equipment;
- Computers and related software applications;
- General budgeting principles;
- General accounting and bookkeeping principles;
- Recordkeeping principles;
- Filing systems;
- Mathematical concepts;
- Report preparation techniques;
- Programs, practices and systems in assigned area;

### Skill Requirements

**Classification skill requirements:**
- Providing exemplary customer service;
- Using office equipment, computers and related software applications;
- Performing basic mathematical calculations;
- Tabulating, recording, and balancing transactions;
- Monitoring account balances;
- Setting-up and maintaining records and files;
- Querying data and preparing reports;
- Organizing and detail oriented;
- Working independently and exercising sound judgement;
- Handling multiple tasks effectively;
- Prioritizing and assigning work, if required;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, students, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
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<th>PHYSICAL REQUIREMENTS</th>
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<td>Positions in this class typically require: reaching, standing, walking, fingerling, grasping, feeling, talking, hearing, seeing and repetitive motions.</td>
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<td>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves sitting most of the time. Walking and standing are required only occasionally.</td>
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<td>5/2/12</td>
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The above class specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.