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## SAMPLE JOB DESCRIPTION – ACCOUNTANT III

### **JOB DESCRIPTION:**

The Accountant III professional provides senior level financial support to the office and serves as a subject matter expert when managing budgets and solving complex accounting problems related to vendor disbursements, adjustments, and processes. This position is also responsible for supervision of biweekly journal entries, reversal adjustment processing, payroll run processing coordination, and third party vendor adjustment processing, as well as Payroll/AP/GL reconciliations.

### **DUTIES INCLUDE:**

- Supervision and coordination of all the off-cycle processing, third party vendor adjustments, and the reconciliation of each payroll run and any subsequent journal entries.
- Coordination of all activities in a timely fashion with the immediate supervisor and other positions in a seamless orchestration of all payroll processes, functions and events is required.
- Responsible for assisting with the supervision of the preparation and remittance of Federal employment taxes on a weekly basis, verification of data on employees' records and adjustments in myUFL. This requires a thorough understanding of payroll taxation to provide assistance to students, faculty, staff international visitors and other customers.

### **MINIMUM REQUIREMENTS:**

Bachelor's degree in an appropriate area and four years of relevant experience.

### **PREFERRED QUALIFICATIONS:**

- Excellent problem-solving and communication skills
- Excellent analytical and research skills
- Ability to handle multiple tasks and meet deadlines
- A commitment to enhancing and nourishing a cultural climate that supports diversity, equity, and inclusion.

Competencies: Problem Solving; Accuracy and Attention to Detail; Interpersonal Relationships; Managing Expenses and Finances

**Equivalencies:** Could Gina allow four years of directly related experience to substitute for the bachelor's degree? This option may be possible, but Gina should consult with UFHR Classification and Compensation before making the adjustment.

## FOR ADDITIONAL ASSISTANCE

### **Policies & Directives**

Talent Acquisition & Onboarding

352-392-HELP

[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)