



## University of Houston-Downtown Job Description

Job Title: Accountant I  
FLSA Category: Exempt  
Grade: 24  
Job Code: 2812

### **DUTIES**

Job Summary: Reconciles accounts to ensure proper entry and tracking of transactions.

Duties and Responsibilities:

- Compiles, analyzes, researches, reconciles, and reports on ledger activities for assigned areas.
- Researches and creates regular and correcting journal entries.
- Generates regularly scheduled reports and submits as required.
- Performs research and collects data for annual reports.

Marginal Functions: Performs all other duties as assigned.

### **REQUIREMENTS**

Education: Baccalaureate Degree in a business related field with at least 12 hours of accounting

Experience: Minimum of one (1) year

Licenses/Certification: None required

### **PHYSICAL DEMANDS**

#### **Environmental Conditions**

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.