

<b>Utah Valley University Job Summary</b>	
<b>Position #: A98234</b>	<b>Title:</b> CTE Accountant
<b>Pay Grade:</b> 38	
<b>Position Summary:</b> Describe below the primary purpose and function of this position.	
<p>The CTE Accountant provides accounting support to the CTE Director. The primary duties include preparing financial statements and other reports; establishing and reconciling budgets; managing business and financial affairs, directing and monitoring human resource paperwork; advising director regarding all financial matters, working closely with the CTE Director on establishing best practices for Perkins funding and keeping compliant with federal and state rules and regulations.</p> <p>Additional Outreach Duties: Under the direction of the CTE Director, the CTE Accountant assists outreach efforts in increasing access, retention and completion rates in CTE programs among special populations, non-traditional students and students in non-traditional CTE fields.</p> <p><b>Financial Management</b> Monitors revenues and expenses for the Perkins funding. Responsible for preparing financial statements, budget reports and other reports to aid in planning and decision making. Establishes and reconciles budgets; manages business and financial affairs. Evaluates journal entries and reconciles assigned indexes. Assist with year-end closing and inventory counts to ensure adjustments and accruals are properly recorded. Reviews transactions for accuracy, correct funding and proper approvals. Advises management and appropriate administrator regarding financial matters.</p> <p><b>Compliance</b> Train and monitor department/divisional compliance in accordance with federal, state and university statutes, regulations, policies and procedures.</p> <p><b>Internal Controls</b> Establish and maintain effective internal controls over the items purchased with federal funding. Measures need to be taken to safeguard protected personally identifiable information and other information that is sensitive consistent with the applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality.</p> <p><b>Workforce Grant Initiative and Meeting Support</b> Supports all grant initiatives, in compliance with federal rules and regulations as required. Attends meetings, retreats, committees, conferences and activities to provide outreach, recommendations, support and other job-related duties as assigned.</p>	
<b>Key Roles &amp; Responsibilities:</b> List up to 6 key roles and responsibilities of this position. Include the percent of time for each. <i>Must total 100%, nothing smaller than 10%, or greater than 40%</i>	% Time

<p><b>Financial Management</b> Monitors revenues and expenses for the Perkins funding. Responsible for preparing financial statements, budget reports and other reports to aid in planning and decision making. Establishes and reconciles budgets; manages business and financial affairs. Evaluates journal entries and reconciles assigned indexes. Assist with year-end closing and inventory counts to ensure adjustments and accruals are properly recorded. Reviews transactions for accuracy, correct funding and proper approvals. Advises management and appropriate administrator regarding financial matters.</p>	40%
<p><b>Compliance</b> Train and monitor department/divisional compliance in accordance with federal, state and university statutes, regulations, policies and procedures.</p>	10%
<p><b>Internal Controls</b> Establish and maintain effective internal controls over the items purchased with federal funding. Measures need to be taken to safeguard protected personally identifiable information and other information that is sensitive consistent with the applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality.</p>	25%
<p><b>Outreach Activities</b> Under the direction of the CTE Director, the CTE Accountant assists outreach efforts in increasing access, retention and completion rates in CTE programs among special populations, non-traditional students and students in non-traditional CTE fields.</p>	15%
<p><b>Workforce Grant Initiative and Meeting Support</b> Supports all grant initiatives, in compliance with federal rules and regulations as required. Attends meetings, retreats, committees, conferences and activities to provide outreach, recommendations, support and other job-related duties as assigned.</p>	10%
<p><b>Total</b></p>	100%
<p><b>Knowledge, Skills, &amp; Abilities:</b> Describe the knowledge, Skills, and the Abilities this position needs to possess to fulfill the requirements of the job successfully.</p>	
<ul style="list-style-type: none"> <li>• Knowledge of Uniform Grant Guidance and other federal/state grant regulations</li> <li>• Strong organizational, verbal, and written communication skills.</li> <li>• Bookkeeping and other budget management skills.</li> <li>• Interpersonal, problem-solving, decision-making, and public relations skills sufficient to work with and relate to a diverse group of students, faculty, and staff.</li> <li>• Skill in data processing and knowledge of PC computer systems and software, including spreadsheets, word processing, accounting software, graphics presentation, and Windows operating systems.</li> <li>• Ability to manage several diverse projects simultaneously while meeting deadlines.</li> <li>• Ability to accurately interpret and communicate to personnel, partners, and external parties</li> </ul>	

<p>the objectives and goals of the grants.</p> <ul style="list-style-type: none"> <li>• Ability to review, analyze, and prepare accurate financial reports.</li> <li>• Ability to effectively communicate verbally and in writing.</li> <li>• Ability to work collaboratively with supervisor and colleagues to implement the division's Strategies.</li> <li>• Ability to work with students, faculty, staff and the public to achieve goals.</li> <li>• Ability to work with minimum supervision.</li> <li>• Experience working with underrepresented populations and non-traditional students</li> </ul>	
<p><b>Discretion and Independent Judgment on Matter of Significance:</b> The term "matters of significance" refers to the level of importance or consequence of the work performed. An employee does not exercise discretion and independent judgment with respect to matters of significance merely because the employer will experience financial losses if the employee fails to perform the job properly. Similarly, an employee who operates very expensive equipment does not exercise discretion and independent judgment with respect to matters of significance merely because improper performance of the employee's duties may cause serious financial loss to the employer.</p> <ul style="list-style-type: none"> <li>• Discretion and independent judgment does not mean following prescribed procedures, determining which of several procedures to follow, or determining whether specified standards have been satisfied, even if there is some leeway in reaching a conclusion.</li> </ul>	
<p>Does the employee have authority to formulate, affect, interpret, or implement management policies or operating practices? <i>No</i></p> <p><i>Does the employee have the authority to hire and terminate an employee? No</i></p> <p>Does the employee perform work that affects operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the University? <i>No</i></p> <p>Does the employee have authority to commit the employer in matters that have significant financial impact?<i>No</i></p> <p>Does the employee have authority to waive or deviate from established policies and procedures without prior approval? <i>No</i></p> <p>Does the employee have authority to negotiate and bind the company on significant matters? <i>No</i></p> <p>Does the employee provide professional/consultation advice to management? <i>No</i></p> <p>Does the employee participate in planning long or short term business objectives? <i>No</i></p> <p>Does the employee investigate and resolve matters of significance on behalf of management? <i>No</i></p> <ul style="list-style-type: none"> <li>• Does the employee represent the company in handling complaints, arbitrating disputes, or resolving grievances? <i>No</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Financial Accountability:</b> Indicate if the position oversees or participates in the creation of a budget using the "Yes" or "No" boxes. If "Yes" indicate whether the position Monitors, Analyzes, or Administers the budget. If "No" proceed to "Qualifications".</li> </ul>	
<p><b>Yes</b> <input type="checkbox"/> (If Yes-enter budget size) <b>No</b> <input checked="" type="checkbox"/> <b>Size of Budget:</b></p> <p><input type="checkbox"/> <b>Monitors.</b> To monitor a budget means to watch and check the budget for a specific purpose, such as to prepare necessary documentation for supervisory review/approval, tabulate budgetary data, calculate figures, and check for accuracy.</p> <p><input type="checkbox"/> <b>Analyzes.</b> To analyze a budget means to separate the budget into elements and critically examine it to arrive at a conclusion or recommendation; critically review budgetary data, verify figures, and develop budget proposals; recommend allocation of dollars to programs services or departments; and study all the factors in order to determine a financial solution or outcome.</p> <p><input type="checkbox"/> <b>Administers.</b> To administer a budget means to have "total control" of the budget such as formulating, requesting, securing, monitoring, verifying, analyzing (or delegating any of these responsibilities), ensuring full compliance with all institutional budget rules and regulations via your signature authority.</p>	

**Competencies:** Competencies are identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employee and organizations. Select all that applies to the position. To view definition click on link: [..!Competency Chart/Competencies and Descriptions.docx](#)

<input checked="" type="checkbox"/> Ability to Conceptualize <input checked="" type="checkbox"/> Accountability <input checked="" type="checkbox"/> Adaptability <input checked="" type="checkbox"/> Balance Decision-making <input checked="" type="checkbox"/> Builds Partnerships <input checked="" type="checkbox"/> Creativity and Innovation <input checked="" type="checkbox"/> Critical Thinking <input checked="" type="checkbox"/> Effective Communication <input checked="" type="checkbox"/> Facilitates Change <input checked="" type="checkbox"/> Gains Commitment <input checked="" type="checkbox"/> Impact <input checked="" type="checkbox"/> Individual Versatility	<input checked="" type="checkbox"/> Integrity <input checked="" type="checkbox"/> Job Knowledge <input checked="" type="checkbox"/> Manages Conflict <input checked="" type="checkbox"/> Persistence <input checked="" type="checkbox"/> Productive Work Habits <input checked="" type="checkbox"/> Quality Focus <input checked="" type="checkbox"/> Service Oriented <input checked="" type="checkbox"/> Teamwork/Cooperation <input checked="" type="checkbox"/> Technical/Professional Knowledge <input checked="" type="checkbox"/> Works with Passion	
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**Qualifications:** Provide the minimum qualifications needed to perform the key roles and responsibilities. Qualifications include education, experience and any licenses and certifications required. Select one of the following below:

Bachelor's degree from an accredited institution in Accounting or a related field plus two years of directly related experience related to the summary of duties or any combination of education and experience totalling six years.

Does this position require a professional license or certificate? Yes  No

List the required licensure or certification:

**Physical Demands:** Indicate how much on-the-job time is spent on the following C= Continuously, 2/3 of the time, F= Frequently, 1/3 -2/3 of the time; O= Occasionally up to 1/3 of the time; R= Rarely, less than one hour a week.

Field	Description
Occasionally	Climbing, ascending or descending from a ladder, stairs scaffolding, etc.
Frequently	Bending or stooping; bending downward and forward by bending spine at waist or by bending leg/spine.
Frequently	Twisting; turning the upper body while maintaining a stationary at lower body position.
Occasionally	Kneeling; bending at the knee to come to a rest on knee or knees
Occasionally	Crawling; moving about on hands and knees or hand and feet.
Continuously	Reaching; extending hand(s) and arm(s) overhead, lower or horizontally of the body.
Frequently	Standing; particularly for extending periods of time.
Continuously	Sitting; particularly for extending periods of time.
Frequently	Walking; moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Excludes walking to/from work area or cafeteria, etc.
Frequently	Lifting; raising objects from a lower to a higher position or moving objects horizontally from position-to-position. <b>Identify amount of weight regularly lifted:</b> <input type="checkbox"/> up to 10 pounds <input type="checkbox"/> 10 – 25 pounds <input type="checkbox"/> greater than 25 pounds

Continuously	Fine Hand Manipulation; fingering, picking pinching, typing or otherwise working primarily with fingers rather than the whole hand a in a handle.
Frequently	Pushing/Pulling; using upper extremities to press against something with a steady force in order to thrust forward, downward or outward or to exert force in order to draw, haul, or tug objects in a sustained motion.
Continuously	Grasping; applying pressure to an object with the finger or palm
Continuously	Talking; expressing or exchanging ideas by means of the spoken word. Those activities in which they must be convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
Continuously	Hearing; perceiving the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
Continuously	Seeing; required to have close visual acuity to perform an activity such as: preparing and analyzing data and reports; transcribing; viewing a computer terminal; extensive inspection involving small defects, small parts, operations of machines (including inspection) or to make general observations facilities or structure (i.e. security guard, inspectors, etc.); using measurement devices; and/or assembly or fabrication parts at distance close to eye.
Continuously	Vision ability; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
<b>Working Conditions:</b>	
Occasionally	Exposure to unusual elements, such as extreme temperature, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
Occasionally	Work in confined and crowded areas
Rarely	Exposure to gases/chemicals or other hazardous materials.
Rarely	Exposure to live circuits and/or operating machinery.
Occasionally	Travel; requires a current Driver's Licenses.
Frequently	Physical activity

<b>For Human Resource Use Only:</b>	
<b>Title:</b>	<b>Class Code:</b>
<b>Pay Grade:</b>	<b>Benchmark Code:</b>
<b>FLSA:</b>	<b>Job Family:</b>
<b>Date:</b>	