

Accountant I/II/III
Auburn University

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Posted Jan. 15, 2021, set to expire May 30, 2021

Job Title	Accountant I/II/III
Department	Schl Fisheries Aquac Aquat Sci
Institution	Auburn University Auburn, Alabama
Date Posted	Jan. 15, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
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Job Description

Job Summary

This is a full-time, benefit-eligible position. The successful candidate will perform financial management consisting of state, federal, and contract & grant funding for the School of Fisheries, Aquaculture, & Aquatic Sciences.

Essential Functions

Responsibilities will include, but are not limited to the following: manage the day-to-day financial operations for the school; advise the Director and faculty on a variety of financial matters related to teaching, research, and outreach activities; prepare and/or assist with the development of annual budgets; prepare, review, and oversee expense vouchers, invoices, and purchases in compliance with Auburn University's policies and procedures; maintain effective interaction, communication, and act as a liaison with various administrative and business units across campus; manage the financial activities of departmental service centers; advise faculty of account balances and applicable charges to grant and gift accounts; and assist in submission of grant proposals along with budget development and

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management.

Education Level

Bachelor's degree from an accredited institution in Accounting, Finance, or a degree plus a CPA.

Field of Study

Accounting, Finance, or a Degree plus a CPA

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact