

Performance Management

Position: Accounting Associate

<u>Major Duties</u>	<u>Performance Standards</u>
<ul style="list-style-type: none">• Research information	<ul style="list-style-type: none">• Review contents of time-sensitive publications, accurately summarize funding information, and appropriately distribute in weekly email.• Make judgments on which “Requests for Proposals” (RFP’s) to order based on managers’ interest inventories. Make available on an as needed basis.
<ul style="list-style-type: none">• Process requests for external funding through appropriate offices	<ul style="list-style-type: none">• Verify the accuracy of budgets and forms, secure appropriate internal signature, and submit to finance in an accurate and timely manner as required by the RFP.• Accurately create and maintain office files, tracking the funding process through funding decision.
<ul style="list-style-type: none">• Monitor accounts and process all paperwork	<ul style="list-style-type: none">• Open and date stamp all incoming paperwork. Identify charges, verify availability of funds and obtain authorization. Process expenditures within five working days.
<ul style="list-style-type: none">• Represent office in person and by phone to various groups to educate them on office procedures	<ul style="list-style-type: none">• Conduct this activity in a courteous, friendly, helpful, and proficient style meeting all established deadlines.