

**Accounting Specialist**  
Administrative Support Contributor (0338)  
Administrative Support Supervisor (0340)  
**Career Development Plan**

This Career Development Plan provides promotional opportunities to Accounting Specialists who continually demonstrate meritorious performance. Progression within the plan signifies an increase in skills, competencies and contributions to the organization's goals and objectives. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this plan offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

**Position: Accounting Specialist**

**Duties:**

- Assists in the application of principles of accounting and with experience may handle complex tasks.
- Requires knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records.
- Examines and analyzes accounting records for purposes of preparing statements and reports.

**Minimum Qualifications:**

- High School / GED
- Four years of experience in accounting/bookkeeping.

**Preferred Qualifications:**

- As determined by department.

**Recommended Hiring Range:**

- \$12.75 to \$17.35 hr. / \$2,210 to \$3,010 mo. / \$26,520 to \$36,090 yr.

**Pay Reference Rates:**

- Not determined at this time.

**Development Requirement to Sr. Accounting Specialist:**

- Departmental need.
- Budgetary capability.
- Sr. Accounting Specialist minimum requirements.
- Demonstrated knowledge of University accounting principles and procedures.
- Successful completion of internal training program.
- Completion of the Ambassador Training Program.
- Completion of Leadership Development Training Program.
- Completion of the HRStar program.
- "Merit" performance within current position as documented by performance evaluation.

**Developmental Increase to Sr. Accounting Specialist:**

- Up to 10% above current salary.

- Proposed hourly wage would be no less than \$14.00.

**Position: Sr. Accounting Specialist**

**Duties:**

- Performs a variety of accounting tasks as an entry-level accountant working under close supervision of an experienced accountant.
- Prepares monthly, quarterly, and annual investment balance and interest earnings reports and projections.
- Coordinates and processes all budget adjustments.
- Prepares yearly carry forward spreadsheet and required adjusting entries.

**Minimum Qualifications:**

- High School / GED.
- Five years of experience in accounting/bookkeeping

**Preferred Qualifications:**

- Bachelors degree

**Hiring Range:**

- \$14.00 to \$19.10 hr. / \$2,425 to \$3,310 mo. / \$29,120 to \$39,730 yr.

**Pay Reference Rates:**

- Not determined at this time.

**Incentive Plans:**

- Additional opportunities as specified within department/college/division.

Additional promotional opportunities involving pay increases would be in accordance with Pay Guidelines and require approval by the appropriate Vice President.

Oklahoma State University is a dynamic and ever-changing organization. Therefore, it is expected that any and all provisions of this plan may change. OSU reserves the right to modify, revoke, suspend, terminate or change any or all provisions of the plan, in whole or part, at any time, with or without notice. The language that appears in this document is not intended to create, nor is it to be construed to constitute, a contract between Oklahoma State University and any or all of its employees.

**External Market Information (updated April 2013):**

- ERI: Accountant Assistant @ 1 year of experience; Stillwater Area Market; SOC Code 132011
  - Median: \$15.05 hr. / \$2,608 mo. / \$31,304 yr.
  - 10th Percentile: \$12.66 hr. / \$2,194 mo. / \$26,332 yr.
  - 90th Percentile: \$18.11 hr. / \$3,139 mo. / \$37,668 yr.
- Recommended hiring range was established by a 30% width of the ERI: Accountant Assistant median