

## Accountant Career Ladder

The Accountant Career Ladder within the central organization of Finance at UAB is designed to provide clear progression for accounting professionals as they develop expertise, broaden responsibilities, and take on more complex financial analysis and decision-making functions. This structured path ensures consistency, compliance, and operational excellence in financial affairs while offering accountants opportunities for growth.

Beginning with the Accountant role, professionals contribute to financial reporting, variance analysis, and departmental communication, ensuring accuracy in transactions and fund transfers. Advancing to Intermediate Accountant, individuals assume greater responsibility for account monitoring, budget processing, and specialized financial analysis while collaborating across departments. The Accountant Senior role builds upon these foundations by overseeing complex financial transactions, leading audits, advising junior staff, and integrating strategic budgeting tools. At the highest level, the Accountant Specialist engages in large-scale financial operations, compliance reviews, and specialized reporting to support institutional financial integrity.

This career ladder establishes a strong foundation for financial professionals to develop their skills, refine their expertise, and make meaningful contributions to UAB's financial operations.



Click on a job title above for additional information.

# Accountant

The Accountant role assists with the accounting function by producing financial and statistical reports and analyzing financial data for material variances. Accountants gather data and prepare and analyze routine financial reports for internal UAB purposes and third party agencies, communicate with departmental users and third party agencies regarding applicable accounts, and prepare period deposits, billings and transfer of funds in a timely and accurate manner.

**EDUCATION/ EXPERIENCE:** Bachelor's degree in Accounting or a related field required. Work experience may NOT substitute for education requirement.

**GRADE:** W.G333

**FLSA STATUS:** Exempt

**REMOTE/HYBRID:** Eligible

**CAREER LEVEL:** Individual Contributor

# Intermediate Accountant

Under minimal supervision, the Intermediate Accountant role produces and distributes financial and/or statistical reports, processes budget information, and monitors and reviews assigned accounts within a specialized area in accordance with state and federal guidelines as applicable. Intermediate Accountants are responsible for accounting activities to include preparing journal entries, maintaining ledgers, reconciling/analyzing specific account ledgers, preparing financial reports and analyses, and reviewing budgeted versus actual performance. Intermediate Accountants conduct special analysis and projects as assigned, communicate with various departments to address questions surrounding the assigned accounts, and may recommend action(s) to be taken to resolve specific issues.

**EDUCATION/ EXPERIENCE:** Bachelor's degree in Accounting or a related field and two (2) years of related experience required. Work experience may NOT substitute for education requirement.

**GRADE:** W.G340

**FLSA STATUS:** Exempt

**REMOTE/HYBRID:** Eligible

**CAREER LEVEL:** Individual Contributor

## Accountant Senior

The Accountant Senior role performs a variety of professional accounting duties such as monitoring accounts, preparing entries, gathering data, generating a variety of routine and ad hoc financial reports, reviewing projected budget versus actual performance, and conducting special analyses and projects. Accountant Seniors identify, analyze, interpret and ensure appropriate recording of financial transactions; advise and/or resolve difficult accounting problems for less experienced accounting staff and hospital departments; monitor monthly financial statements and project reports and direct any problems to appropriate personnel; cooperate with independent, regulatory and third party auditors in conducting audits; aid in the implementation of and facilitate the use of the Decision Support System for budgeting and financial reporting; assist in maintaining and monitoring contract administration systems; and supervise and train assigned accounting staff.

**EDUCATION/  
EXPERIENCE:** Bachelor's degree in Accounting or a related field and four (4) years of related experience required. Work experience may NOT substitute for education requirement.

**GRADE:** W.G363

**FLSA STATUS:** Exempt

**REMOTE/HYBRID:** Eligible

**CAREER LEVEL:** Individual Contributor

## Accountant Specialist

The Accountant Specialist role performs specialized professional accounting functions usually of a large and/or complex nature across Financial Affairs. Accountant Specialists maintain, analyze and report specific accounting functions to related departments, administration and external agencies; conduct financial, operational and compliance reviews to ensure consistency with institution's financial policies and procedures; resolve difficult compliance issues and advise departments and administration regarding issues; provide information, clarification and assistance regarding the accounting process as requested by administrators, departmental personnel and outside or internal auditors; develop reports and consult with departments concerning financial and accounting functions; identify, analyze, interpret and ensure appropriate treatment of financial transactions; gather data and prepare specialized financial reports regarding the accounts for internal and external purposes; use various personal computer ad hoc reporting tools; and maintain knowledge of current trends and developments in specialized field of accounting.

**EDUCATION/  
EXPERIENCE:** Bachelor's degree in Accounting or a related field and six (6) years of related experience required. Work experience may NOT substitute for education requirement.

**GRADE:** W.G375

**FLSA STATUS:** Exempt

**REMOTE/HYBRID:** Eligible

**CAREER LEVEL:** Individual Contributor