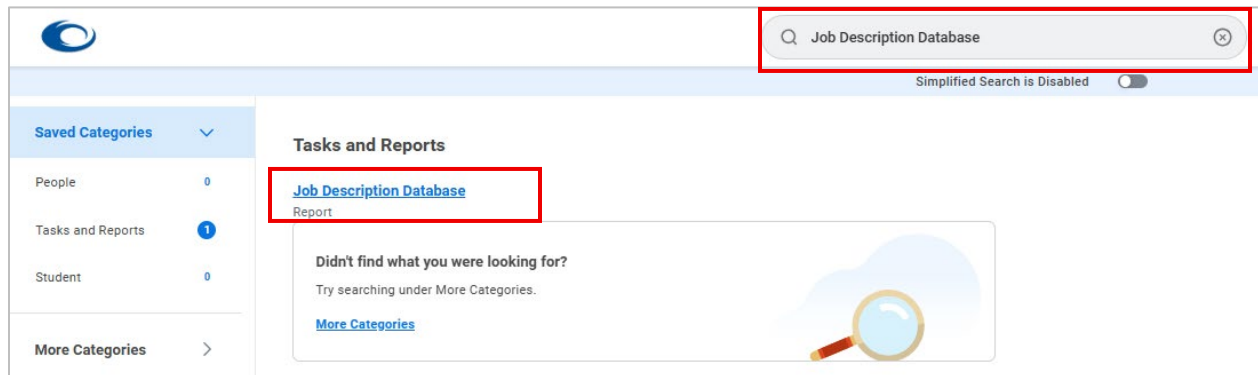


Viewing Job Descriptions in Workday

How to search for a specific job only:

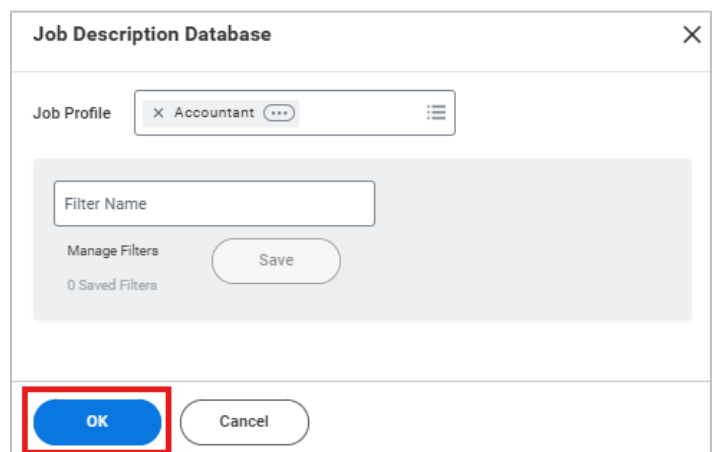
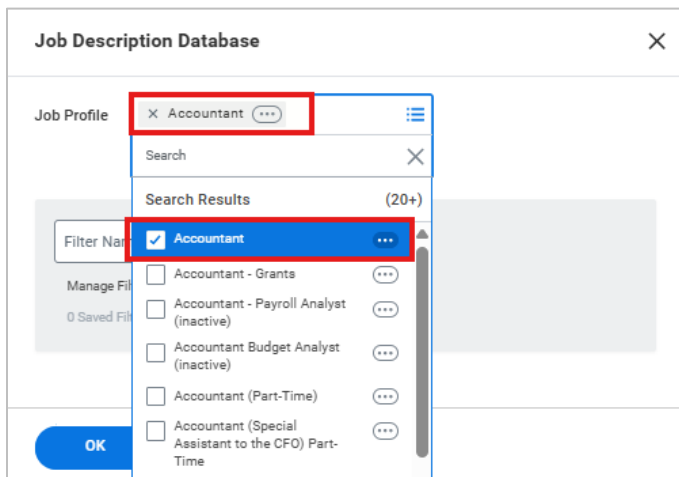
In the Workday search bar, type 'job description database', then search.

Click on 'job description database' report.



Click Job Profile to search for a specific position then press enter.

Select OK.



Click on the job profile in blue and the job description will populate.

Job Description Database		
Job Profile Accountant		
1 item		
Job Profile	Job Family Groups for Job Profile	Job Pr
Accountant	Staff	Perform accept prepar

All tabs are viewable.

Accountant

OverviewQualificationsPay

OverviewCharacteristicsCompensationJob ExemptWorkers' Compensation CodePay Rate TypeWork-StudyBusiness Process History

Edit

Inactive	No
View As Of	09/04/2025
Date of Last Change	07/14/2025 08:43:42.907 AM
Job Profile Name	Accountant
Job Code	E000
Include Job Code in Name	No
Job Profile Summary	Perform a variety of accounting tasks with differing degrees of complexity. Apply generally accepted accounting principles and procedures
Job Description	Essential Duties and Responsibilities - Review, analyze, and reconcile various accounts on the general ledger and the subsidiary ledger for accuracy including areas of acco - Compile and analyze financial information to prepare journal entries for general ledger accounts, updating documentation as needed - Assist in the preparation of reports by preparing and reviewing data required by various reporting agencies including local, state or fe - Assist with the preparation of audit schedules, financial statements, and statistical data related to the annual audit and Annual Comp Supplemental Functions - Perform other duties as assigned. - Perform all duties to maintain all standards in accordance with college policies, procedures, and Core Values.

How to search for all jobs:

In the Workday search bar, type 'job description database', then search.

Click on 'job description database' report.

Job Description Database

Simplified Search is Disabled

Tasks and Reports

Job Description Database Report

Didn't find what you were looking for?
Try searching under More Categories.
[More Categories](#)

Click 'OK'.

Job Description Database

Job Profile

Filter Name

Manage Filters

0 Saved Filters

Save

OK Cancel

Once retrieved you can filter either by 'Job Profile' or 'Job Family Groups for Job Profile'.

Job Description Database 0/0 1/1				
Job Profile Accountant				
1 Item				
Job Profile	Job Family Groups for Job Profile	Job Profile Summary	Job Description	Compensation Grade
Accountant	Staff	Perform a variety of accounting tasks with differing degrees of complexity. Apply generally accepted accounting principles and procedures to reconcile, analyze data and transactions, and prepare statements and reports.	Essential Duties and Responsibilities - Review, analyze, and reconcile various accounts on the general ledger and the subsidiary ledger for accuracy including areas of accounts receivable, accounts payable, payroll, and fixed assets. - Compile and analyze financial information to prepare journal entries for general ledger accounts, updating documentation as needed.	104

Below are examples of how to filter and search on the report under ‘Job Profile’ or ‘Job Family Groups for Job Profile’.

Job Description Database

916 items

Job Profile

Job Family Groups for Job Profile

Sort Ascending

Sort Descending

Filter Condition *

is

Value *

Accountant

Search

Search Results (7)

Accountant

Accountant (Part-Time)

Accountant (Special Assistant to the CFO) Part-Time

Accountant - Grants

Accountant - Payroll Analyst (inactive)

Accountant Budget Analyst (inactive)

Senior Accountant

Job Family Groups for Job Profile

Job Profile S

Sort Ascending

Sort Descending

Filter Condition *

is

Value *

Staff

Search

<Blanks>

Administrator

Faculty

Staff

Student Worker

Select ‘Filter’.

Job Family Groups for Job Profile

Job Profile

Sort Ascending

Sort Descending

Filter Condition *

is

Value *

Staff

Filter

Click on the job profile in blue and the job description will populate.

Job Description Database		
Job Profile Accountant		
1 item		
Job Profile	Job Family Groups for Job Profile	Job Pr
Accountant	Staff	Perform accept prepar

All tabs are viewable.

Accountant

OverviewQualificationsPay

OverviewCharacteristicsCompensationJob ExemptWorkers' Compensation CodePay Rate TypeWork-StudyBusiness Process History

Edit

InactiveNo

View As Of09/04/2025

Date of Last Change07/14/2025 08:43:42.907 AM

Job Profile NameAccountant

Job CodeE000

Include Job Code in NameNo

Job Profile SummaryPerform a variety of accounting tasks with differing degrees of complexity. Apply generally accepted accounting principles and procedures

Job Description

Essential Duties and Responsibilities

- Review, analyze, and reconcile various accounts on the general ledger and the subsidiary ledger for accuracy including areas of accou
- Compile and analyze financial information to prepare journal entries for general ledger accounts, updating documentation as needed
- Assist in the preparation of reports by preparing and reviewing data required by various reporting agencies including local, state or fe
- Assist with the preparation of audit schedules, financial statements, and statistical data related to the annual audit and Annual Comp

Supplemental Functions

- Perform other duties as assigned.
- Perform all duties to maintain all standards in accordance with college policies, procedures, and Core Values.