

The University of Texas at San Antonio

Job Description

Job Title: Fiscal Manager
Code: 19150
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To lead a complex financial function of a college or major program with multiple accounting/financial areas.
- Scope: Responsible for the management of accounting, grant and fiscal related matters and assisting executive level staff with financial management of multiple funding sources.

Duties

- Typical:
 1. Plans, develops, organizes, evaluates, and manages fiscal operations to ensure accurate financial reporting and proper allocation and processing of expenditures to include maintaining compliance with University, federal, state, and local government funding policies and administrative requirements; preparing monthly reconciliation reports as per university guidelines; reviewing and approving payments or other processes as needed; supervising the processing and maintenance of all financial records; preparing financial and technical reports; and serving as the accounting/financial representative/liason for program financial matters.
 2. Maintains financial records on all grants; maintains technical set of documents and books of accounts and tracks accounts by fund, grant, and contract; provides analysis and interpretation of data and makes recommendations; and remains abreast of latest developments to the University financial system and grant regulations.
 3. Develops and implements policies and procedures related to financial management or special projects.
 4. Provides direction and training to staff members and subcontracted parties and performs project management duties associated with normal and special projects.
 5. Manages and maintains records for all inventory.
 6. Performs other duties as assigned.

- Periodic:
 1. Coordinates and manages key projects.
 2. Participates in contract negotiations and program audits.
 3. Assists in developing financial sections of grant proposals.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Accounting from an accredited institution.

Other Requirements

Required	Preferred
Working knowledge of computerized accounting system; strong mathematical and financial computational skills; excellent written and verbal communication, organizational, and analytical skills	Certified Public Accountant (CPA).
Must be detail oriented and able to work independently and with program staff; ability to make and verify computations with accuracy, to compile statistical data and prepare routine reports	
Work under time constraints; proven teamwork experience; ability to explain technical accounting information in an understandable manner; sound judgment and decision making ability.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Six years of progressively responsible managerial accounting and/or budget management and administration experience.	Similar experience with grants and contracts and/or federal funding regulations.

Equipment

Required	Preferred
Personal computer, calculator and standard office equipment.	Familiarity with DEFINE accounting system.

Working Conditions

Usual	Special
Usual office environment.	Occasional night and/or weekend work.

Supervision

Received	Given
Limited supervision from director—works independently because of extensive technical or specialized knowledge and/or experience. Initiates major projects under broad direction in collaboration with management team.	Supervises assigned support staff; works closely with program directors or subcontracted parties on special funded projects.

Accuracy

Proficiency in all phases of work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.