

The University of Texas at San Antonio

Job Description

Job Title: Departmental Fiscal Specialist
Code: 19153
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide fiscal coordination and account support and leadership for a department or program.
- Scope: Responsible for performing and overseeing fiscal, grant and accounting related matters for multiple funding sources.

Duties

- Typical:
 1. Oversees and performs the preparation, processing and checking of various electronic accounting documents.
 2. Analyzes data for accuracy and initiates corrective action when necessary.
 3. Maintains detailed reports and records of accounting data including preparing and tracking budgets and preparing billings, financial reports and related correspondence.
 4. Assists in the development and preparation of the annual budget for the department.
 5. Assists faculty and staff with financial administrative matters.
 6. Provides analysis and interpretation of financial reports and data; provides recommendations for fiscal expenditures and management.
 7. Assists in the development and implementation of fiscal policies and procedures for the department.
 8. Provides direction and training to staff regarding fiscal management, policies and procedures.
 9. Performs other duties as assigned.
- Periodic:
 1. Assists in the coordination and administration of special projects.
 2. Attends meetings; serves on committees.

Education

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

Other Requirements

Required	Preferred
Working knowledge of computerized accounting systems.	Strong mathematical and computation skills; demonstrated strong financial data accuracy and reporting skills
Excellent analytical, organizational, and communications skills	
Demonstrated ability to function as a member of a team in a high-stress, deadline driven environment.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of progressively responsible accounting and/or fiscal administration experience.	Similar experience in a governmental or higher education environment. Fiscal experience with grants, contracts, or federal funding regulations.

Equipment

Required	Preferred
Personal computer, Microsoft Office Suite, and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Determines own work methods and solves problems using independent judgment and specialized knowledge.	May directly or indirectly supervise support staff.

Accuracy

Proficiency in all phases of the duties performed.
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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.