

The University of Texas at San Antonio

Job Description

Job Title: Accountant III
Code: 19160
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 supervise a major area of work in a school accounting system or other large business area.
- Scope: Responsible for the application of advanced accounting knowledge, supervisory skills and abilities in the preparation of a variety of complex regular and special financial reports and statements.

Duties

- Typical:
 1. Prepare, examine, audit, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Responsibilities include processing asset acquisitions, reconciling capital assets, tax deposits, and bank statements; and performing trend analysis.
 2. Makes appropriation and related entries for various funds.
 3. communicates with component institutions and various organizations concerning trust funds and other monies.
 4. Prepares year end adjusting, closing, and balance forward entries for assigned fund groups and departmental accounts.
 5. Prepares in the annual financial report for the University or large business area.
 6. Assign work to and review work of other accounting office personnel.
 7. Perform additional duties as assigned.
- Periodic:
 1. Suggest and assists in the development of new accounting procedures and methods.
 2. Research pertinent data for cash investment programs.
 3. Reconcile bond proceeds and expenditures from UTSA projects.
 4. Audits restricted funds transactions for placement in data processing.

Education

Required	Preferred
Bachelor's Degree in Accounting from an accredited institution. (Experience cannot substitute for education)	Master's Degree in Accounting from an accredited institution.

Other Requirements

Required	Preferred
Criminal Background Check.(CBC)	Certified Public Accountant (CPA).

Experience

Required	Preferred
Four years of experience in governmental or commercial accounting.	Five or more years in governmental or commercial accounting with two years within the University of Texas System.

Equipment

Required	Preferred
Personal computers and calculator.	10-key, typewriter, keypunch, and data processing machine capabilities.

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
General supervision by an appointed administrative officer.	Supervision over other accounting or clerical personnel.

Accuracy

Proficiency in all phases of the duties performed.
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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.

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.