

The University of Texas at San Antonio

Job Description

Job Title: Sr. Accounting Technician
Code: 19168
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To perform advanced accounting work involving leadership and supervision over the work of a department maintaining numerous and diversified financial accounts and records.
- **Scope:** Responsible for overseeing and applying fundamental and advanced accounting practices and controls to a variety of financial transactions. Must exercise independent thought and judgment over non-routine and complex accounting problems.

Duties

- **Typical:**
 1. Oversee and exercise control over the preparation, processing, and checking of various electronic accounting documents; verifying payroll from time sheets; verifying purchase orders; and processing journal vouchers.
 2. Supervise the preparation of direct bill payments; prepare travel, local fund voucher, petty cash and travel reimbursements.
 3. Analyze data for accuracy and initiate corrective action where necessary to ensure compliance with applicable regulations and policies.
 4. Assist faculty and staff on financial and administrative matters, to include grants as necessary.
 5. Responsible for the accuracy and maintenance of detailed reports and records of accounting data and expenditure tracking; and the preparation of billings, as it relates to the University as a whole.
 6. Interpret accounting data to non-accountants and to external agencies unfamiliar with the University's accounting system. Liaison with outside vendors concerning payment matters.
 7. Supervise, develop and train full-time and temporary accounting support staff.
 8. Oversee the resolution of complex travel and disbursements issues.

9. Perform additional duties as assigned.
<ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Assist with the year end closeout, preparation of the Annual Financial Report and reconciliation between the AFR and USAS. 2. Perform office and clerical duties when necessary.

Education

Required	Preferred
High school Diploma or GED supplemented by college courses in accounting, bookkeeping or equivalent experience.	Two years of college-level accounting courses.

Other Requirements

Required	Preferred
Excellent oral and written communication skills. Strong interpersonal skills.	Advanced knowledge of university organizational structure, policies, rules and procedures.
Commitment to excellence through customer service and collaboration.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of progressively responsible experience in governmental or commercial accounting.	Five years of accounts payable and/or travel services experience in a higher education institute, one of which in a supervisory capacity.
	DEFINE financial system experience.

Equipment

Required	Preferred
Knowledge of personal computers, Microsoft Word and Excel, business productivity and accounting financial software or systems, calculators, and other standard office machines common to accounting.	N/A

Working Conditions

Usual	Special
Standard office environment.	Occasional visits to outside agencies to attend meetings. Overtime required periodically.

Supervision

Received	Given
General from immediate supervisor.	Direct or indirect supervision of accounting clerks and support personnel within assigned area.

Accuracy

High degree of proficiency in all duties performed.

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.