

The University of Texas at San Antonio

Job Description

Job Title: Accountant II
Code: 19161
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Accounting Office/Financial Affairs
Reports To: In accordance with specific departmental policies

Summary

<p><u>Function:</u> To perform routine accounting assignments for the University <u>Scope:</u> Responsible for the application of accounting knowledge. Review university departmental work. Perform complex reconciliations.</p>

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. Prepare month/year-end closing entries and various other reports.
2. Communicates with departmental personnel and assists with departmental questions as needed.
3. Prepares timely, accurate and complex reconciliations on a monthly basis
4. Assists with the preparation of work papers supporting the monthly/annual financial reports
5. Review work of other University departments.
6. Perform additional duties as assigned.

Periodic:

1. Assist in the development of new accounting procedures and methods.

Education

Required	Preferred
Bachelor's Degree from an accredited institution in accounting. (Eight years of formal accounting experience in higher education can be substituted for a bachelor's degree)	Bachelors' degree from an accredited institution in accounting, with some graduate coursework in accounting.

Other Requirements

Required	Preferred
Excellent oral and written communication skills. Commitment to excellence and attention to detail. Strong analytical skills. Criminal Background Check.(CBC)	N/A

Experience

Required	Preferred
Two years of experience in governmental or commercial accounting.	Three or more years in governmental or commercial accounting with two years within higher education.

Equipment

Required	Preferred
Personal computers and calculator. Knowledge of Microsoft Office products, Financial accounting systems and software	

Working Conditions

Usual	Special
Normal office environment.	Occasional evening and weekend hours may be required.

Supervision

Received	Given
General supervision by an appointed administrative officer.	

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.