

The University of Texas at San Antonio

Job Description

Job Title: Accountant I
Code: 19162
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Accounting Office/Financial Affairs
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform basic or routine accounting assignments involved in the preparation of financial statements and reports.
- Scope: Responsible for assignments and operation of an accounting office and responsibility for accounting records.

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 creating and verifying program income reports, ensuring garnishment collections, payroll, and retirement deductions are accurate; and reviewing cash receipts.
 2. Reconcile NSF, accounts receivable, gift, operating, petty cash, and appropriation accounts.
 3. Update employees' insurance coverage, generate retiree and LOA bills.
 4. Perform additional duties as assigned.
- Periodic:
 1. Assist in the preparation of the annual financial report and adjusting/closing entries.
 2. Prepares or assists with billing and/or reports to government on federal projects.

Education

Required	Preferred
Bachelor's Degree from an accredited institution in Accounting.	Graduate coursework in accounting.

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
None	One year experience in an accounting office

Equipment

Required	Preferred
Personal computer, calculator and standard office equipment.	10-key, typewriter, keypunch, and data processing machine capabilities.

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
General supervision with detailed instruction and review on new and complex assignments.	May indirectly supervise support staff.

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.
