

The University of Texas at San Antonio

Job Description

Job Title: Supervisor of Accounts
Code: 19166
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Position available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To administer and manage fiscal accounts and related operations.
- Scope: Responsible for providing assistance in maintaining efficient and effective fiscal operations and for maintaining appropriate controls.

Duties

- Typical:
 1. Assists in the development, organization, and implementation of effective fiscal operations.
 2. Assists in developing controls to monitor and track expenses, make adjustments or transfer funds.
 3. Oversees the maintenance and distribution of detailed reports, records of accounting data related to preparing and tracking budgets, billings, financial reports such as reconciliation reports and related correspondence to external agencies.
 4. Makes recommendations for procedural improvements and provides information regarding rules and regulations regarding fiscal transactions.
 5. Provides reports evaluating program fiscal status.
 6. Prepares monthly, quarterly and annual financial reports and account reconciliation.
 7. Assists in preparing and modifying yearly budgets.
 8. Supervises cash handling activities and transactions.
 9. Performs other duties as assigned.
- Periodic:
 1. Assists in the preparation of annual financial report schedules and related assignments.
 2. Assists with payroll as needed.
 3. May provide work assignments in the absence of management.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's Degree in Accounting or Business Management.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Two years of administrative or managerial accounting or related experience.	Experience with and knowledge of UTSA accounting policies and procedures.

Equipment

Required	Preferred
Use of a calculator, adding machine and personal computer.	Intermediate knowledge of Excel or other spreadsheet software.

Working Conditions

Usual	Special
Usual office environment.	Evening, weekend, and holiday work may be required.

Supervision

Received	Given
Limited supervision; final results are appraised with respect to attainment of program objectives.	Supervises assigned 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.