

The University of Texas at San Antonio

Job Description

Job Title: Capital and Special Project Accountant
Code: 19167
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Controller's Office/Financial Affairs/Business Affairs
Reports To: University Controller

Summary

- **Function:** Responsible for overseeing the accounting of university capital improvement and miscellaneous institutionally managed projects and performs analyses and other duties required for special projects as directed by the University Controller. The position also performs work related to complying with UT System's requirements for issuance of commercial paper and various other debt-related functions.
- **Scope:** The campus is currently managing major capital outlay projects in excess of \$190 million and has real property fixed assets with a carrying value of \$1.1 billion.

Duties

- **Typical:**
 - **Capital Project Account Management:**

Capital projects are managed by two different entities depending on the total project cost as allowed by UT System policy: (1) Office of Facilities Planning (OFPC) of The University of Texas System, or (2) UTSA (Facilities Management or Academic Affairs). Although the procedures may vary for each type of project, the incumbent will perform accounting activities in support of all capital projects with a total project cost of \$100,000 or greater, as directed:

 1. Sets-up accounts by project in accordance with chart of account 'rules' in the financial accounting system. Verifies funding sources, availability of funds, and ensures processes are followed prior to transferring budget amongst fund groups. Processes budget transfers and journal entries. Communicates project numbers to affected parties.
 2. Monitors accounting activities within plant projects; reviews and/or approves requisitions and purchase orders against all capital projects. Reconciles expenditures with financial system postings for specific

projects overseen by the Controller's Office. Processes budget amendments as authorized.

3. Maintains project files for access by upper management as required. Troubleshoots all capital project accounting and budget issues as appropriate.
4. Coordinates the close-out of project accounts and transfers unused funds back to owner(s) or to other projects as authorized by the University Controller.
5. Processes OFPC Vouchers for payment.
6. Works with the University Controller, general accounting and the budget office staff to evaluate and project capital expenditure asset entries and depreciation expenses as needed for budget and monthly / annual financial reports.
7. Processes monthly depreciation and project costing in PeopleSoft.
8. Prepares building and facilities' related Plant Fund Annual Financial Reporting (AFR) schedules in accordance with prescribed timelines. Oversees equipment-related Plant Fund AFR schedules.
9. Serves as subject matter expert for the capital project side of the Project Costing Module of UTShare PeopleSoft. Completes system testing as necessary.
10. Prepares other Texas Comptroller or UT System financial reporting as required.

Debt service accounting:

11. Reviews project cash flows to make recommendations about the amount of commercial paper to issue for a given quarter to cover anticipated payables. Prepares annual commercial paper forecast request.
12. Prepares required UT System forms and documents as requested to support commercial paper issuance and the monthly cash reimbursement request for PUF, RFS and TRB funded projects.
13. Works with Space Management to provide required annual reporting on private usage of bond-financed facilities.

Special Projects accounting:

14. Prepares ad hoc reports and various pro-forma analyses as requested.
15. Prepares quarterly UT System billing for Contex Office and financial analysis on the Contex program as requested.
16. Provides accounting assistance and expertise as required for year-end closing activities and the Annual Financial Report. Prepares other various year end and audit analysis/schedules as assigned.
17. Other duties as assigned.

Education

Required	Preferred
Bachelor's Degree from an accredited institution in Accounting or a directly related field.	Master's degree from an accredited institution in Business Administration, Finance, Accounting or a related field. Certified Public Accountant (current)

Other Requirements

Required	Preferred
Fund accounting knowledge and understanding of the principles and practice of GAAP and GASB accounting, as related to the job duties.	
Excellent verbal and written communication skills	
Excellent organizational, analytical and problem-solving skills. Ability to set priorities, meet deadlines and multi-task.	
Ability to work as an effective team member and build cooperative working relationships with customers, peers and staff.	
A commitment to excellence and attention to detail.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of related accounting experience.	Experience as a capital project accountant in a similar institutional environment and complexity as UTSA.
	Experience working at one of The University of Texas System campuses or system office in a similar capacity.
Two years of experience using an ERP system in an accounting function.	Experience with PeopleSoft FMS Suite Version 9.1 or higher.
	Fund accounting experience.

Equipment

Required	Preferred
Proficiency with Microsoft Office applications, especially Excel. Experience with automated financial accounting software and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
Direct supervision from the Director of Accounting and Financial Reporting.	None.

Accuracy

Proficiency in all assigned duties.

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, accurate financial data is maintained in accordance with GASB / GAAP / OMB-Circular A-21, and in compliance with all applicable laws, regulations, policies, and procedures.
