

The University of Texas at San Antonio

Job Description

Job Title: Accounting Technician
Code: 19169
Salary Grade: 55
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 clerical work involving participation in the work of a department maintaining numerous and diversified departmental accounts and records.
- Scope: Responsible for applying fundamental accounting practices and controls to a variety of financial transactions. Must exercise independent thought and judgment over non-routine accounting problems.

Duties

- Typical:
 1. Prepare, process, and validate accounting documents and transactions. Activities may include preparing payroll from time sheets; verifying purchase requests and orders; processing journal vouchers and direct bill payments; coordinating student loan financial activities, and preparing travel, local fund vouchers, petty cash, and reimbursements.
 2. Analyze data for accuracy and initiate corrective action where necessary to ensure compliance with applicable regulations and policies.
 3. Assist faculty, staff and students with financial and administrative matters, to include grant and financial aid support, as necessary.
 4. Responsible for the maintenance and distribution of detailed reports and records of accounting data related to preparing and tracking budgets, billings, financial reports, and related correspondence to external agencies.
 5. Translate accounting data for non-accountants and external agencies unfamiliar with the University's accounting system.
 6. Perform necessary office and clerical duties to include typing;

<p>providing phone assistance; distributing checks and reports; and procuring office supplies and administering department credit cards.</p> <p>7. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Assist with monthly, quarterly an year end closings, preparation of the Annual Financial Report, and reconciliation between the AFR and USAS.</p>

Education

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

Other Requirements

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

Experience

Required	Preferred
Four years of experience in governmental or commercial accounting at a level comparable to that of Accounting Clerk III	N/A

Equipment

Required	Preferred
Knowledge of personal computers with business productivity and accounting software, calculators, and other standard office machines common to accounting.	NA

Working Conditions

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

Supervision

Received	Given
General from unit, division, or section supervisor.	May oversee the work of, and provide direction to clerical support personnel.

Accuracy

High degree of accuracy required in all phases of work.

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.