

The University of Texas at San Antonio

Job Description

Job Title: Fiscal Accounts Specialist II

Code: 19183

Salary Grade: 56

FLSA Status: Non-Exempt

Department/Division: Fiscal Services

Reports To: Assistant Bursar

Summary

- Function: To provide skills in the receipt, disbursement and recording of funds for University accounts and provide excellent service to the University community.
- Scope: Responsible for receiving, disbursing and properly crediting funds to fiscal accounts and for answering questions and researching issues concerning policies, procedures and fiscal services.

Duties

- Typical:
 1. Provides service and information to customers regarding student, staff, and departmental accounts.
 2. Researches and assists in resolving issues, inquiries and problems with accounts.
 3. Receives cash, checks and credit card payments. Prepares payment receipts. Credits payments to proper accounts.
 4. Processes deposits for University departments and organizations.
 5. Prepares cashier window for opening; secures cash and checks; prepares bills for collection; disburses payroll and refund checks. Closes cashier window; balances cash drawer, prepares currency and coins; endorses checks; completes deposit slips.
 6. Prepares reports and correspondence.
 7. Daily review of NSF's paid on previous day for holds removal, correct account numbers, update balance due for partial payments.
 8. Provides administrative support to Fiscal Services – Collections, as needed.
 9. Acts as Inventory Contact for Fiscal Services, JPL offices.
 10. Prepares and reconciles monthly Write Off report for University Bursar.
 11. Acts as backup to the Lead FAS for daily check scanning.
 12. Assists lead FAS with daily email and correspondence review and follow-

<p>up.</p> <p>13. Processes and files forms for student, staff, and tuition assistance accounts. Prepares and routes accounting documents.</p> <p>14. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Assists with special projects. 2. Recommends process and workflow improvements.
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Education

Required	Preferred
Associate's Degree from an accredited institution.	Bachelor's degree from an accredited institution.

Other Requirements

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

Experience

Required	Preferred
Four years of customer service and/or clerical experience with at least two years cash handling experience in a large volume operation.	Similar experience in higher education.

Equipment

Required	Preferred
Demonstrated knowledge of Microsoft Office software.	N/A
Personal computer, adding machine and standard office equipment.	

Working Conditions

Usual	Special
Normal office conditions.	May require overtime and/or extended hours during peak times of year.

Supervision

Received	Given
General review for effectiveness of regular assignments. Direct supervision on new assignments.	None.

Accuracy

Extreme accuracy in counting money, posting transactions, and maintaining records.

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.