

The University of Texas at San Antonio

Job Description

Job Title: Fiscal Accounts Specialist I
Code: 19185
Salary Grade: 54
FLSA Status: Non Exempt
Department/Division: Fiscal Services
Reports To: Financial Services Officer

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. Processes and files forms for student, staff and tuition assistance accounts. Prepares and routes accounting documents.
 6. 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.
 7. Prepares reports and correspondence.
 8. Performs other duties as assigned.
- Periodic:
 1. Assists with special projects.
 2. Recommends process and workflow improvements.

Education

Required	Preferred
Associate's Degree or 60 completed college hours from an accredited institution. Experience may substitute for education on a year for year basis.	N/A

Other Requirements

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

Experience

Required	Preferred
Three 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.
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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.