

The University of Texas at San Antonio

Job Description

Job Title: Accounting Financial Analyst
Code: 19199
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Accounting Services Office/Business Affairs
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide professional analysis and review of data and systems and to assist with the preparation of consolidated financial reports for the university.
- Scope: Responsible for the application of advanced accounting knowledge, analytical skills, and business operations analysis in the preparation of a variety of complex reports and analysis of accounting data and systems.

Duties

- Typical:
 1. Responsible for the maintenance of the chart of accounts by establishing new cost centers; setting up and reviewing combo edits and tree mapping; setting up and reviewing speed charts and speed type for accuracy; assisting departments with set up requests; and reviewing cost centers to determine if they should remain active.
 2. Reviews transactions for appropriate fund and NACUBO coding by coordinating corrections and assisting accounting staff.
 3. Ensures interfaces from other modules are appropriate and reconcile to module detail (i.e. AP, Travel and Expense, Payroll, Treasury). Analyzes and works with other Financial Affairs management to correct the GL as appropriate.
 4. Researches and analyzes variances in accounting transactions.
 5. Analyzes business operations and identifies improvements for departmental processes and university users to include the research of accounting topics.
 6. Oversees the USAS interface that remits expense reimbursement to the State. Works with the State Comptroller's office on interface transactions as liaison for UTSA.
 7. Works with the PeopleSoft Sustainment Center to troubleshoot issues with the PeopleSoft FMS Suite.

<ul style="list-style-type: none"> 8. Assists with the year- end close. 9. Assists with the annual financial report (AFR) for the university. 10. Work closely with other financial affairs staff for effective solutions 11. Perform additional duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ul style="list-style-type: none"> 1. Reviews standard reports and develops specialized reports used for analysis of accounting transactions and to support accounting records. 2. Provides training on PeopleSoft GL business processes.
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Education

Required	Preferred
Bachelor’s degree in Accounting from an accredited institution (experience cannot substitute for education).	Master’s Degree in Business Administration, Accounting or Public Administration from an accredited institution

Other Requirements

Required	Preferred
Excellent interpersonal, oral and written communication skills.	Certified Public Accountant (CPA).
A commitment to excellence and attention to detail.	
Excellent organizational, analytical and problem solving skills.	
Knowledge of accounting principles and practices, financial management and internal controls. Knowledge of GASB regulations and GAAP reporting standards.	
Knowledge of state and federal policies and procedures.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience in a university, public or governmental setting with knowledge of fund accounting procedures.	Seven or more years of higher education accounting experience with a public Texas university.
Experience with PeopleSoft or other ERP application.	Experience with COGNOS, Hyperion or other reporting tool.

Equipment

Required	Preferred
Personal computers and calculator. Microsoft Office products, financial accounting systems and software.	N/A

Working Conditions

Usual	Special
Normal office environment.	Occasional evening and weekend hours may be required.

Supervision

Received	Given
General supervision by an appointed administrative officer.	N/A

Accuracy

Proficiency in all phases of the duties performed.

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.