



DATE ISSUED: 03/19
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Senior Accounting Assistant

JOB SUMMARY

Processes payments for state and local accounts, ensuring all appropriate payment rules and guidelines are followed. Perform routine clerical duties and provide support to department managers, vendors, and employees regarding all issues related to accounts payable. Work is performed under general guidance and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Payment Operations

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Processes accounts payable invoices verifying accuracy & completeness.
- Processes travel reimbursements invoices after being audited by Travel Coordinator.
- Daily mail retrieval and disbursement.
- Promotes professionalism, a positive work environment, spirit of cooperation and support for coworkers.
- Maintains currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses.
- Updates and maintains accounts payable related fields and records.
- Accesses and inputs data using personal computer and imaging software.

- Monitors payables public email folder and take appropriate actions.
- Maintains security of confidential information, both in paper and electronic form.
- Assists with routine inquiries pertaining to payables rules and regulations.
- Reviews invoices and documents to ensure prompt payments.
- Contacts departments to obtain additional information and/or documentation as needed.

ADDITIONAL DUTIES

- Attends training classes as needed.
- Performs other duties as requested.
- Attends departmental meetings as necessary.

EDUCATION

High school diploma or equivalent required. Bachelor's degree preferred.

EXPERIENCE

Two years' experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to perform departmental functions using accounting and/or imaging software.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.

- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.