



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Accountant II

JOB SUMMARY

This is a senior level accountant position that requires expertise in multiple financial systems as well as expert knowledge of grant accounting and financial reporting requirements. Performs professional tasks in maintaining fiscal records for the University. Worked is performed independently under the general supervision of the Associate Controller through normal auditing procedures and other internal controls. The 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: Senior Associate Controller

Supervises: No supervisory responsibilities

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

- Reviews daily banking reports and distributes receipts or does journal entry to record revenue or financial aid.
- Reconciles the federal loan programs served by ACS, Perkins, Undergraduate Nursing, Graduate Nursing and works with Financial Aid and Associate Controller to correct reconciling items.
- Maintains accounting records utilizing the University accounting system.
- Performs general ledger account maintenance.
- Performs other reconciliations and provides accountability for outstanding items.
- Initiates corrections or adjustments to accounts as needed.
- Prepares journal entries daily, monthly annually.
- Assists in the compilation and reporting of information in the annual financial report.
- Enters USAS entries as required.
- Enters USAS ACH Deposits in Oracle.
- Enters USAS yearend balancing entries for preparation of AFR.

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- Works closely with Bursar's Office and Financial Aid Office in correcting mistakes to student accounts.
- Confirms balances at year end with other state agencies.
- Must have desire to work effectively in support other TWU departments.
- Must have security to bank, USAS, Oracle, Datatel.

ADDITIONAL DUTIES

- Assists with AFR grant related schedules.
- Assists with Budget Carry Forward Journals after year end closing.
- Performs a variety of clerical tasks, such as filing, proofreading, and preparing correspondence.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in accounting or related area with an emphasis in accounting. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Two year experience in accounting within a higher education environment. Experience with Excel, USAS, Oracle, and Datatel Systems.

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:

- Knowledge of Federal and State guidelines and costing accounting and grant reporting requirements.
- Working knowledge of fundamental accounting principles and methods, preferably with emphasis in higher education.
- Working knowledge of the Datatel, Oracle, ACS, USAS as it pertains to accounting functions.
- Ability to analyze accounting systems for proper controls and reporting capabilities.
- Ability to analyze accounts, statements and other financial information for accuracy, completeness, and compliance with governing regulations.

- Ability to use word processing software, spreadsheets, and accounting software.
- Ability to accurately perform detailed work amid distractions.
- Ability to write by hand.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- 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 use a personal computer and other office equipment including university related 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.

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Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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.