



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 12/16
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Accountant I

JOB SUMMARY

This is an entry level accountant position responsible for post award duties within the Controller's Office/Grant Accounting to include preparing monthly, quarterly, invoices within Federal, State, Private and sponsors grant specific guidelines, rules and regulations. Sets-up Grant files for new award notices received from the Office of Research & Sponsored Programs, notes pertinent grant information on Grant Calendar i.e. report and invoice due dates. Monitors the combination request Inbox. Disables grant object classes and closes grant accounts. Worked is performed under close supervision of the Director Grant Accounting 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: Director of Grant Accounting

Supervises: No supervisory responsibilities

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

- Prepares monthly and quarterly invoices for cost reimbursement from sponsored agencies, prepare Oracle transactions, and record expected payments on the past due invoice spreadsheet.
- Sets-up grant files for new award notices received from the Office of Research & Sponsored Programs.
- Disables grant object classes and closes out expired grant accounts.
- Updates and monitors grant reporting calendar with pertinent information.
- Monitors Combination requests Inbox for Grant Accounts.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

One year experience in accounting or related field. Higher education experience preferred.

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 regarding university and grant accounting.
- Working knowledge of fundamental accounting principles and methods, preferably with emphasis in higher education.
- 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.
- Knowledge and skills with Microsoft Excel spreadsheets, and accounting software.
- Ability to accurately perform detailed work amid distractions.
- 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 use a personal computer and other office equipment, including 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.

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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: _____

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.

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