Skill Category: Professional
Position (Employee) Class: 3N101 (E1)
Grade: 12
Date: 09/2019

Department: As assigned

Educational & Experience Requirement: Bachelor’s degree in Accounting or degree in Business related field with 15 credit hours in accounting from a four-year College. No prior experience required.

Nature & Purpose of Position: Applies principles of accounting to analyze financial information, prepares journal entries, allocates financial transactions and recommends appropriate accounting treatment of financial transactions.

Supervision Given & Received: Dependent upon level, may have supervisory responsibilities.

Primary Responsibilities: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbent may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbent’s performance objectives as outlined by the incumbent’s immediate supervisor or manager. Compiles and analyzes financial information to prepare entries to accounts in the University’s general ledger. Allocates expenditures, encumbrances, receipts, receivables, etc. based on reports and schedules. Performs statistical analyses to determine trends, estimates, and the impact of significant changes to accounting policy. Prepares narrative reports that explain findings and recommendations. Analyzes financial information detailing assets, liabilities, and capital. Prepares reports that summarize and interpret current and projected financial position for management. Audits contracts, orders, and vouchers and prepares reports to substantiate individual transactions prior to settlement. Reviews, investigates, and corrects errors and inconsistencies in financial entries documents and reports. Determines proper handling of financial transactions. Monitors compliance with generally accepted accounting principles and University policy and procedures. Assists periodically in the preparation of the Annual Financial Report, Operating Budget, and Legislative Appropriation Request. Assists with various special projects as needed.

Other Specifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to feel, talk, or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and move up to 10 pounds.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is
security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.