

Sam Houston State University Human Resources

Staff Classification Description – Accountant I

Skill Category: Professional
Position (Employee) Class: 3N101 (E1)
Grade: 10
Date: 05/2018

Department: As assigned

Educational & Experience Requirement: Bachelor's degree in Accounting, Finance, or other business related field. One year related professional accounting experience or equivalent. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs entry level professional accounting work in accordance with prescribed procedures and techniques in fiscal control and reporting.

Supervision Given & Received: Works under general supervision and may provide working supervision to one or more accounting clerks.

Primary Responsibilities: Performs routine accounting duties such as but not necessarily limited to Posts and maintains ledger accounts. Reconciles salary reports and bank statements. Prepares deposit slips and maintains cash records. Computes unit cost information. Takes trial balance of subsidiary ledgers and reconciles discrepancies. Analyzes data for planning estimates. Prepares the less complex special reports as required. Performs other related duties as assigned.

Other Specifications: Other University departments, vendors, and off-campus agencies. Work requires the exercise of moderate judgment in the application and interpretation of procedures or practices to work problems of a well-defined nature.

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.