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## Staff Classification Description – Accountant III

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**Skill Category:** Professional or Tech/Para-Professional  
**Position (Employee) Class:** 3N103 (E1); 3N105 (OB) 4N519 (NB)  
**Grade:** 14  
**Date:** 05/2018

**Department:** As assigned

**Educational & Experience Requirement:** Bachelor's degree in Accounting. Four years of experience in professional accounting. Prefer university or governmental experience. A good knowledge of fund accounting and data processing is beneficial. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Records, analyses, and reports financial data in the management of the business office.

**Supervision Given & Received:** Works under general direction and may provide supervision to Accountant I, Accountant II, Accounting Clerks or student employees.

**Primary Responsibilities:** Prepares vouchers for reimbursement to state and local agencies. Assembles data and prepares financial reports for State Controller's Office and other agencies. Performs reconciliations for various accounts. Audits accounts, vouchers, cash receipts, and reports. Assists with student registration as required. Posts and establishes new accounts as needed. Enters transactions and runs programs on computer terminal. Handles budget and cash transfers to include fund transfers. Prepares year-end adjusting, closing and balance forward entries for assigned fund groups and departmental accounts. Performs other related duties as assigned.

**Other Specifications:** Other University departments, vendors and contractors, state and internal auditors, State Controller's Office, and other state agencies.

**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.**