

## Sam Houston State University Human Resources

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### Staff Classification Description – Accountant IV

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N112 (E1)  
**Grade:** 19  
**Date:** 05/2018

**Department:** Associate Controller

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

**Nature & Purpose of Position:** Performs advanced professional accounting work in the management of the Controller's Office. While this is not a supervisory position, a significant amount of time will be given to leadership and mentorship of other accountants. In the absence of the supervisor, this would be the lead position.

**Supervision Given & Received:** This position works under minimum direction and has a wide latitude for discretion. While this is not a supervisory position, a significant amount of time will be given to leadership and mentorship of other accountants. In the absence of the supervisor, this would be the lead position.

**Primary Responsibilities:** Records, examines, reports, and performs analyses of financial data. Assembles data and prepares financial reports for internal and external uses. Performs reconciliations for various accounts. Audits accounts, cash receipts, and reports. Prepares and records journal entries. Provides leadership and guidance for Accountants I, II, and III. Performs other related duties as assigned.

**Other Specifications:** Contact with students, staff, faculty, administration, alumni, parents, corporate officials, public officials, and the general public.

**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.**