



DATE ISSUED: 04/07

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Accountant

JOB SUMMARY

Performs accounting tasks in maintaining fiscal records within the Office of the Controller. A moderate amount of independent thought and judgment is expected as well as personal initiative in completing required and assigned tasks. Work is performed under general supervision, work is reviewed through normal auditing procedures and other internal controls and 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: Associate Controller or Manager of Financial Reporting

Supervises: No supervisory responsibilities

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

Maintains accounting records utilizing the University accounting system.
Performs reconciliations and provides accountability for outstanding items.
Prepares invoices, check requests, or vouchers for payment.
Prepares journal entries.
Assists in the preparation of financial reports required by State and Federal entities.
Assists in the compilation of information reported in the annual financial report.
Compiles data for analysis and billings.

ADDITIONAL DUTIES

Performs a variety of clerical tasks, such as filing, proofreading, and preparing correspondence.
Performs other duties as requested.

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EDUCATION

Bachelor's degree in Accounting or a related area with an emphasis in accounting. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

One year experience in accounting.

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:

Working knowledge of fundamental accounting principles and methods, preferably with emphasis in higher education.

Working knowledge of the data processing system as it pertains to accounting functions.

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.

Ability to use word processing software, spreadsheets, and accounting software.

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

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 represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

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

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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:** _____

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, sex, sexual orientation, or 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.