



**DATE ISSUED:** 09/05  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Business Accountant

### **JOB SUMMARY**

The Business Accountant is responsible for the fiscal integrity of the Houston Center. Responsible for billing, accounts receivable and accounts payable. Performs analytical work in the evaluation of departmental accounting records. Work is performed under general supervision 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 Vice President, Controller/HUB Coordinator

*Supervises:* No supervisory responsibilities

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

Serves as university liaison with vendors, outside and on campus.  
Collects cash from auxiliary operations and verifies bank deposits.  
Reconciles cash transactions and validates collection accuracy.  
Prepares payroll records for maintenance department.  
Prepares bank deposits for courier and reconciles daily bank confirmations of deposits.  
Performs trends analysis and prepares financial reports.  
Initiates audits to monitor the integrity of petty cash and change fund accounts and all administrative areas receiving payments.  
Develops policies and procedures specific to the function of this position.  
Receives and posts payments to student accounts during registration.  
Assists departments with functions such as purchasing and travel.  
Serves as Human Resources liaison between Houston & Denton, which includes assisting with forms such as applications, payroll, insurance, benefits, and employment.  
Serves as liaison with DPS in Denton regarding parking forms and contracts.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

Bachelor's degree in accounting, finance or a related field.

**EXPERIENCE**

One year of accounting experience required.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

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 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.

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**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.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***