



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

JOB DESCRIPTION

TITLE

USAS Coordinator/Business Specialist

JOB SUMMARY

Performs USAS security coordinator tasks as needed as well as ongoing maintenance appropriate for all Controller's Office staff. Performs both professional administrative and clerical work appropriate to ensure the integrity of the TWU accounting system. Trouble shoot payment processing errors and follow through to resolution. 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: Assistant Controller, Purchasing & Payment Services/HUB Coordinator

Supervises: No supervisory responsibilities

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

Reports needed changes regarding USAS security maintenance.

Monitors items effecting the TWU accounting system for compliance with State and University regulations.

Completes daily reports regarding payment processing errors; including recommended problem resolution solutions.

Assists in formulating operating policies and procedures for payment processing error resolution.

Provides USAS training and documentation for Controller's Office staff as needed and/or requested.

Completes weekly reports regarding payment processing error resolution.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Business, Finance or a related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Three years of accounting or accounting supervisory experience.

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:

- Knowledge of accounting principles and methods
- Knowledge of State laws regarding procurement requirements and procedures
- Ability to evaluate, organize and prioritize work to maintain efficiency and resources.
- Knowledge of University accounting systems and operations.
- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- 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.

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.