

Sul Ross State University
Position Description

Official Title: Accountant **Salary Group:** 13 **Job Code:** 3810

Summary

Function: To perform advanced accounting work including research, reconciliation and reporting, while applying advanced accounting knowledge and skills.

Scope: Responsible for the application of advanced accounting knowledge and skills in the preparation of a variety of complex, routine and special journal entries, reconciliations, reports, and statements. Has major responsibility for implementation of automated financial reporting.

Duties

Essential: Researches and reconciles general and subsidiary ledger accounts; prepares adjusting and recording entries; prepares all bank and appropriation reconciliations; proofs and reconciles computer-produced financial reports; organizes data and prepares a portion of the annual financial report; provides technical and professional support to the clerical staff; other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Evaluates, suggests, and assists in the development of new accounting and internal control procedures and other duties as assigned.

Supervision

Received: General supervision by the Controller and/or the Assistant Controller.

Given: May supervise the activity of other accounting and/or clerical staff.

Education

Required: Bachelor's degree in Accounting.

Preferred: Bachelor's degree in Accounting and CPA license or Bachelor's degree in Accounting and strong CPA candidate.

Experience

Required: Experience in government or commercial accounting or equivalent training.

Preferred: Some or all experience gained in a university accounting office.

Equipment/Skills

Required: Computer and calculator skills plus other basic office machines.

Preferred: Advanced computer skills.

Working Conditions

Usual: Office conditions; exempt from overtime provisions; position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June, 1998