

Sul Ross State University

Position Description

Official Title: Travel Accountant

Salary Group: 9 RC Non Exempt

Job Code: 4047

Summary

Function: Provides responsible accounting and clerical skills for the performance of administering and processing travel for both Alpine and RGC including the examination and maintenance of travel records and preparation of travel advances and reimbursements.

Scope: Responsible for administering, reviewing and assisting travelers in preparation of travel reimbursements.

Duties

Essential: Understands allowable travel rates for lodging and meals as well as the administration of required documentation to include assigning Travel Numbers for each traveler; Travel Applications, Higher Lodging Requests and Travel Advances; maintains travel documentation for each traveler; gathers supporting information required for payment of travel advances and travel reimbursements; pays travel reimbursements and travel advances promptly. Training and assistance in the travel expense processes; Processing and payment of travel Citi Cards. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General instructions and work periodically reviewed on detailed or new assignments by Accounting Supervisor.

Given: May supervise clerical personnel and student employees.

Education

Required: High school graduate or equivalent with course work in bookkeeping.

Preferred: College course work in accounting.

Experience

Required: Two years experience or training in accounting.

Preferred: Some or all experience gained at a university, preferably state supported.

Equipment/Skills

Required: Computer skills, calculator, typewriter and other standard office machines.

Preferred: Advanced computer skills.

Working Conditions

Usual: office conditions; standard hours. This position is Security Sensitive.

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

Date revised: September 2016