

Sul Ross State University

Position Description

Official Title: Director of Accounting Services **Salary Group:** Unclassified (10) **Job Code :** 1800

Summary

Function: To manage the financial accounting and reporting activities, accounts receivable, accounts payable, property management, grants accounting, and cash management functions of the University. To provide leadership to professional and clerical staff. To maintain, monitor, and update the University accounting system as required and mandated by applicable current GASB, FASB, and/or Texas State Comptroller guidelines.

Scope: Responsible for the application of advanced accounting experience, skills, and ability in the management of the overall operation of the accounting services department including but not limited to regular and ad hoc financial reporting, reconciliation, collections, ledger maintenance, receivables maintenance, payables maintenance, property management, and a variety of complex regular and special assignments. Assists in business continuity processes.

Duties

Essential: Reviews written requests for ledger adjustments, reviews and approves all payment vouchers; oversees the administration of university grants and contracts; prepares the annual financial report, assists the VP for finance in the preparation of the Legislative Appropriations Request, and other required reports; oversees the property accounting function; oversees the general accounting, accounts receivable, accounts payable, and revenue accounting functions; plans and prepares staff work assignments. Supervises and manages all transactions within the University Administrative System (Banner) and the Uniform Statewide Accounting System (USAS) as well as other statewide systems. Maintain compliance with all required accounting and financial reporting guidelines and related reconciliations. Responds to ad hoc inquiries and provides guidance and training to other departments concerning accounting matters. Provides leadership including, but not limited to, Del Rio, Eagle Pass, Castroville and Uvalde sites. Some evening and weekend work is necessary; 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.

Supervision

Received: General supervision by the Vice President for Finance and Operations.

Given: Supervises all Accounting Services Office staff.

Education

Required: Bachelor's degree in Accounting.

Preferred: CPA and /or MBA.

Experience

Required: Five years experience in applying advanced accounting skills or five years managing an accounting operation within Higher Education. Working knowledge of Finance systems.

Preferred: Experience obtained managing an accounting operation in Higher Education or a state agency; working knowledge of Banner Finance System.

Equipment/Skills

Required: PC skills particularly Excel and Word. Ability to communicate effectively, orally and in writing. Ability to interact effectively and professionally with faculty, staff, and the general public.

Working Conditions

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

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

Date revised: January 2015