

Sul Ross State University
Position Description

Official Title: USAS Specialist/
Touchnet Coordinator

Salary Group: 12

Job Code: 4040

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. Major responsibility is to maintain, reconcile and report on USAS. Administering the A/R payment system, Touchnet, as it relates to student payments and applicable fees. Collaborate with OIT and departments in the setup of Touchnet Marketplace. Familiarity with sales tax as it may apply.

Duties

Essential USAS: Researches and reconciles USAS accounts; prepares adjusting and recording entries; prepares all 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.

Essential Touchnet: Understand the administration and reporting of the Touchnet system. Assist the cashier function in the understanding of Touchnet for payments and the application of fees as necessary.

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 Director of Accounting Services for Touchnet and/or the Senior Manager for USAS.

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

Education

Required: Bachelor's degree in Business Administration or related field, with some accounting coursework completed.

Preferred: Bachelor's degree in Accounting

Experience

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

Preferred: Some or all experience gained in a university accounting office and experience on USAS or a similar state accounting system.

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.

Updated 4/28/2014

Date revised: March, 2005