

Sul Ross State University

Position Description

Official Title: Accounting Supervisor

Salary Group: 10

Job Code: 4041

Summary

Function: Provides supervisory, accounting, data processing, and clerical skills necessary to maintain the accounting records, accounts payable function, processing of travel expenditures and fulfill the financial reporting obligations of the University.

Scope: Responsible for applying sound accounting principles and for assuring that financial transactions, invoices, travel expenditures, and other accounts payable transactions are in accordance with State requirements and promptly, accurately, and efficiently processed.

Duties

Essential: Responsible for supervision of the general accounting function, and the accounts payable function including University travel. Supervises clerical employees in preparing and maintaining their associated ledgers, files, reports or other documents; verifies and reconciles controlling accounts and subsidiary ledgers; reviews account classifications for appropriateness; assigns, monitors, and reviews the work of the accounting area clerical staff. Responsible for continuous evaluation of the accounting systems modifications as appropriate. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: May make direct contact with delinquent accounts; assist with registrations, perform duties unique to the department and other duties as assigned.

Supervision

Received: Broad instructions on policy and procedures; work routinely reviewed by department head; reports to the Controller.

Given: Supervises accounting clerks, clerical personnel, and student employees.

Education

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

Preferred: Bachelor's degree in accounting.

Experience

Required: Three years experience or training in accounting or related field.

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

Equipment/Skills

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

Preferred: IBM RISC 6000 computer skills and spreadsheet software knowledge.

Working Conditions

Usual: Office conditions; standard hours; position is Security Sensitive. Exempt from overtime provisions.

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

Date revised: March, 2005