

JOB INFORMATION

Effective Date	7/16/2021
Job Code:	3588
Job Title:	Accountant II
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance & Accounting
Job Family:	Accounting
Job Summary	Accountant II, under general supervision, performs accounting and related assignments involving the recording, examination, analysis, and reporting of financial and related operational data. Applies accounting principles and procedures to ensure financial reports and records are accurate, timely and comply with applicable requirements.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	from an accredited university in accounting, finance, or a business-related field. Minimum of 12 hours in accounting required.	Required	or
Bachelor's Degree	in accounting.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum of three years of progressively responsible experience in financial accounting, reporting and analysis.	Required	or
Some	Experience in university, governmental, or not-for-profit fund accounting utilizing an Enterprise Resource Planning system, preferably PeopleSoft.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Working knowledge of an Enterprise Resource Planning system, preferably PeopleSoft. 	Proficient
<ul style="list-style-type: none"> Working knowledge of current accounting practices, procedures, and standards. Ability to understand and apply established accounting and operational procedures for moderately complex accounting transactions. 	Skilled
<ul style="list-style-type: none"> Ability to analyze and interpret financial and operational data. Ability to exercise independent thought and judgment to identify problems and develop solutions. 	Proficient
<ul style="list-style-type: none"> Skills with Microsoft Office applications, including Excel. 	Skilled
<ul style="list-style-type: none"> Ability to understand, apply and comply with applicable federal, state, and university requirements. 	Skilled
<ul style="list-style-type: none"> Ability to maintain confidentiality regarding information accessed. 	Skilled
<ul style="list-style-type: none"> Ability to effectively communicate and interact with all levels of university personnel and external customers. Ability to effectively plan, organize, and complete assignments timely. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Determine appropriate accounting treatment for moderately complex transactions by obtaining and reviewing financial transaction documents. 	10%
<ul style="list-style-type: none"> Prepare moderately complex accounting entries by compiling and analyzing account information. 	20%
<ul style="list-style-type: none"> Prepare moderately complex accounting reconciliations and analyses to determine the accuracy of financial data, initiate needed adjustments and corrections, and provide explanations of transactions. 	20%
<ul style="list-style-type: none"> Coordinate with University personnel, provide assistance regarding the application of established accounting and operational procedures & requirements, and resolve moderately complex accounting matters and inquiries. 	20%
<ul style="list-style-type: none"> Perform ledger maintenance activities for cost centers and chart field values. 	15%
<ul style="list-style-type: none"> Prepare internal financial reports using standard reports and queries, and by collecting, analyzing, and summarizing account information. 	5%
<ul style="list-style-type: none"> Maintain organized work files and current operating procedures, and recommend procedure changes as needed. 	5%
<ul style="list-style-type: none"> Complete special projects and other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping			X			
Kneeling			X			
Crouching		X				
Crawling		X				
Reaching			X			
Handling		X				
Grasping			X			
Feeling		X				
Talking			X			
Hearing			X			
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description