University of Houston ◢ Clear Lake

JOB INFORMATION

Effective Date	7/16/2021
Job Code:	3584
Job Title:	Accountant III
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance & Accounting
Job Family:	Accounting
Job Summary	The Senior Accountant works under the direct supervision of Director of General Accounting and close interaction with Student Business Services, with moderate latitude in the use of initiative and independent judgment. Analyze complex financial data from student financial systems (SFS) and general ledger, prepare reconciliations and reports. Perform research and analysis of complex accounting processes and problems, providing technical assistance to resolve and recommend changes and/or solutions. Analyze existing laws, regulations, and policies and procedures for compliance. Make recommendations for changes to policies, procedures, and accounting system(s) as needed. Prepare and/or approve journals in SFS and/or PeopleSoft financials (PS) as needed. Assist with analysis of student accounts, projects, Year-end closing processes. Perform financial related work as assigned.

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	in Business related field.	Required	or
Bachelor's Degree	in Accounting or Finance.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Three years of accounting experience.	Required	
Some	Experience in public fund accounting and PeopleSoft Financial Systems. Knowledge of GASB reporting requirements. Experience in Student Financial Systems. Two years of experience working with MS Excel.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of an Enterprise Resource Planning system, preferably PeopleSoft.	Proficient
• 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
• Ability to analyze and interpret financial and operational data. Ability to exercise independent thought and judgment to identify problems and develop solutions.	Proficient
• Proficient with Microsoft Office applications, including Excel.	Proficient
• Ability to understand, apply and comply with applicable federal, state, and university requirements.	Skilled
• Ability to maintain confidentiality regarding information accessed.	Skilled
• 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 RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Daily: - Review student financial journal transactions to deactivate cost centers or assign appropriate new cost centers for general ledger posting. - Perform correction of any waiver errors with SF759FX journals. - Reconcile student refunds and communicate to Student Business Services and General Accounting for any student refund reversals. - Reconcile Web Application Payments and create spreadsheet comparison of Web Payments between BOA and GL Journals. - Prepare SF759FX Journals as needed for reconciliation corrections.	40%
• Weekly/Monthly/Quarterly: - Verify and validate Balance Sheet assets and liabilities for several student tuition and fees program cost centers - F0254, H0202, I0281, E0281, F0564, F0664, F0870, E0281, and other new cost centers. - Run Finance Public Query: UHCL_AR_ACCT_BAL_BY_PROG for 1074 Receivable Balances by Program for Receivable Loan and Tuition and Fee Reconciliations. - Assist in identifying and clearing outstanding balances on loans and tuition and fees receivable reconciliations. - Reconcile cost centers with program H0001 and H0002 student payables account 20102 and provide a copy of reconciliation to the Office of Sponsored Programs. - Reconcile waivers and exemptions between student financials and general ledger. Provide supporting documents by students and item types for IFRS reporting. - Prepare Hazelwood exemption data as needed by UHS and THECB. - Analyze existing laws, regulations, and policies and procedures for compliance.	20%
• Annual: - Assist with an annual write-off process for receivables over 2 years old and prepare the appropriate journal entry to clear program F0869 to accounts 12502 and 35117 for individual cost centers. - Responsible for preparation of required comparative reports, fluctuation analysis reports, student data as required by the Texas Higher Education Coordinating Board (THECB), Texas Comptroller's Office, and/or UH constituents.	20%

Essential Functions

	Essential Function	% TIME
•	Serve as a liaison to Student Business Services, Sr. Business Coordinators, and other departments to assist with student financial accounting functions and general accounting functions of the university.	15%
•	All other projects as assigned. Prepares standard accounting reports and statements and also non- standard reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares or assists in preparation of special accounting studies.	5%

PRE-EMPLOYMENT

MVR:	Yes
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			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
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