

University of Houston – Clear Lake

Position Description

Job Title: **Director, General Accounting**

Job Code: **2350**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's in Accounting or Business related field	
Experience	Five to seven years experience in Accounting	Experience in fund accounting and PeopleSoft Financial Software. Knowledge of GASB reporting requirements.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Reports to Associate Vice President for Finance. Supervise General Accounting operation of the University. Prepare annual financial report and other state and federal reports as needed. Coordinate financial reporting process with UH System. Work with university staff in reviewing and resolving accounting issues.

Duties and responsibilities	% Time
Supervise General Accounting staff.	30
Prepare and review monthly and annual financial reports.	20
Prepare various state and federal financial reports.	20
Meet with Business Coordinators to resolve accounting problems.	10
Meet with UH System on a regular basis to work on common accounting issues.	10
Administer and resolve USAS and other state accounting issues.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.