

University of Houston – Clear Lake

Position Description

Job Title: **Financial Specialist**

Job Code: **3536**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate degree or equivalent combination of experience, education, and relevant years of training.	Bachelor's degree in Accounting, Business Management, Finance or related field or equivalent combination of experience, education, and training.
Experience	Three or more years of financial administrative and clerical experience. Minimum three years of bookkeeping /financial/accounting experience. Two years knowledge and experience with Adobe Acrobat Pro and Microsoft Office Suite, specifically with MS Word, MS Excel, MS Access and MS Publisher or other desktop publishing software.	Five years of experience in bookkeeping, accounting and financial analysis. One year of web page developing experience. Knowledge and experience in PeopleSoft Finance System, including query writing.
License/Certification		

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

POSITION SUMMARY

Reports to Associate Vice President, Finance. Responsibilities involve financial and administrative duties supporting the AVP-Finance and the mission of the Finance division. Review and analyze tuition and fee student receivable accounts and prepare quarterly reconciliation (General Ledger vs. Student Financial System). Coordinate actions necessary to correct account balances and maintain proper accounting controls and procedures. Assist with maintaining and updating the MS Access database for theatre receivable, invoicing and reconciliation. Coordinate, monitor and maintain the year-end cash handling acknowledgement forms, audits, mandatory finance-related training for the entire university. Update and maintain Finance and Accounting website with accurate information. Review, reconcile and maintain financial and benefit accrual accounts and departmental records for Finance, General Accounting, Student Business Services and Risk Management. Facilitate daily internal operations, budget control, procurement and other business activities. Provide technical support to Finance Division and FMC Scheduling department, via individual or group trainings. Liaise between departments within Finance, the Sr. Business Coordinator, all of UHCL, UH system and others. Communicate regularly within the Finance division to disseminate pertinent financial and general information on consistent and regular basis. Other additional functions involve processing cash receipts, paying invoices and generating guidelines related to procurement and payables. A high level of confidentiality is required.

Duties and responsibilities

% Time

Perform the following functions for Finance, General Accounting, Student Business Services and Risk Management: maintain all financial records; monitor and track expenses for each area; reconcile cost centers on a monthly basis; pay invoices; prepare vouchers, requisitions and journal entries using the University accounting system; prepare travel authorizations, expense logs and encumbrance release requests. Review, analyze and reconcile tuition and fee student receivable accounts on a quarterly basis (General Ledger vs. Student Financial Systems). Coordinate action necessary to correct account balances and maintain proper accounting controls and procedures.	40
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<p>Review and analyze theatre reconciliation General Ledger vs. MS Database. Upgrade and maintain the MS Access databases for Travel Authorizations and FMC – Scheduling Department - Theater Billing. For Finance, General Accounting, Student Business Services, Travel, Operations and Risk Management: Assist and update various finance-related forms that are distributed for University-wide use. Oversee and assist Travel in the update of applications for International Teacher and Student Identity Cards (includes travel insurance), processing of received applications, creating and distributing cards and processing received payments. Reconcile the liability account on a monthly basis. Run financial reports and reconcile AVP-F direct reports and Risk Management benefit accrual balances. Assist the AVP-F in maintaining UHCL in good standing with federal and state entities (SAM.gov, Grants.gov, etc.). Assist with endowment report requests from departments including University Advancement annually or as needed. For Finance, General Accounting, Student Business Services and Risk Management: Process and reconcile salary and wage timesheets against the University payroll system; monitor payroll expenditures, including overtime; process leave requests; post positions to online employment system; create Personnel Action Requests and reconcile payroll to financial records; complete and submit HR and PeopleSoft forms for new hires, promotions, terminations, etc.</p>	
<p>Support the AVP-Finance and the mission of the Finance division by serving as liaison for AVP-F. Requires coordinating between and supporting all Finance Division departments: Accounts Payable, General Accounting, Operations, Purchasing, Student Business Services and Travel. In an effort to foster a team-orientated environment, generate and distribute regular electronic communications, such as newsletters and survey forms, to all Finance Division employees to distribute pertinent information and ascertain personnel needs. Assist in the Finance Employee of the Quarter/Year Recognition Program. Oversee the Financial Committee, responsible for planning and coordinating the division-wide semi-monthly team-building events. Maintain AVP-F calendar, schedule appointments and make travel arrangements; attend meetings as directed by AVP-F and required for position; greet and direct students, staff and vendors; answer telephones; type and edit correspondence, meeting agendas, minutes, reports and other university-related items as directed by AVP-F. Administrate calendars for the use of two NOA II Conference Rooms. Finance office area: Organize hard copy and electronic files and maintain file index. Serve as liaison between AVP-F and direct reports. Serve as liaison between Finance and other departments within UHCL, UH and others. Oversee finance department's student worker – assign and monitor daily tasks, including maintaining cleanliness of and re-stocking supplies for common office areas (kitchen, copy room and conference rooms).</p>	25
<p>Update and help maintain Finance and General Accounting website information, as needed. Process cash deposits and vendor setup information for university collections. Perform the functions of Department Property Custodian for Finance to ensure proper use, maintenance and safekeeping of all state property assigned to department, including performing annual physical inventory. Maintain and monitor all finance-related mandatory training classes for entire university. Serve as coordinator and first point of contact for all UHCL employees required to take any Finance-related mandatory training classes. Liaise with UH-Training Department and UHCL Business Coordinators, through General Accounting, to ensure all UHCL employees receive the correct training, as well as have the correctly completed Cash Handling forms on file. Audit cash handling forms and conduct random cash audits on an ongoing basis. Provide technical support to all Finance departments. Upon ascertaining personnel training needs, schedule necessary trainings, taught by UCT and develop curriculum and present any training classes that UCT does not provide, as needed (i.e. Adobe Acrobat Basics and Adobe Acrobat Intermediate). Solicit feedback, via survey forms, from training attendees to improve training offerings.</p>	20
<p>Other administrative tasks include - Ordering supplies, maintaining records, submitting work orders for repairs, providing technical support for office equipment, acting as liaison between departments and vendors by contacting vendor for repairs and maintenance of equipment; preparing annual equipment/service contracts for all equipment. Other duties as assigned (documentation of procedures, improving procedures, as needed, assist or serve on committees, volunteer around campus, provide research for AVP-F, attend trainings and workshops for professional development and to stay abreast of technological advances, decorating for university-wide events (UHCL Spirit Day), etc.).</p>	15

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