

University of Houston – Clear Lake

Position Description

Job Title: **Senior Accountant**

Job Code: **3584**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in business related field with a minimum of 12 semester hours of accounting.	Bachelor's degree in Accounting.
Experience	Four years accounting experience specifically having account reconciliation experience.	More than four years accounting experience in a higher education setting in a PeopleSoft software environment.
License/Certification		

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

POSITION SUMMARY

The Senior Accountant performs various reconciliations between the University financial records and the Student Financial System related to loans, grants and scholarships receivables, and clearing accounts. Reviews and reconciles student financial daily deposit packages. Responsible for daily direct loan draw down and reconciliations. Coordinates Higher One refunds on a daily basis. Assists Functional Analyst with all functions involved with Student Financial System and its integration with PeopleSoft Finance System. Assists with Annual Financial Reporting and year-end duties. Other related duties as assigned.

Duties and responsibilities	% Time
Reviews, analyzes, and reconciles student financial daily deposit. Reconciliation between the General Ledger and the actual deposit packet.	40
Tracks, reviews, and analyzes Department of Education - Common Origination & Disbursement (COD) and UHCL record on direct loan. Reconciles on a monthly basis. Prepares and coordinates the daily draw down or as needed.	25
Other reconciliations including; ELM loans, grants receivable, scholarships receivable, and clearing cost centers. Assists with all other functions pertaining to student financial system. Coordinates Higher One refund requests on a daily basis. Prepares Accounts receivable report on a quarterly basis.	25
Prepares journal entries and assists with the Annual Financial reports. All other duties as assigned.	10

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