

University of Houston – Clear Lake

Position Description

Job Title: **Accountant**

Job Code: **3583**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in business related field	Bachelor's degree in Accounting
Experience	Two years accounting experience specifically having bank reconciliation experience	More than two year accounting experience in a college or university setting in a PeopleSoft software environment
License/Certification		

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

POSITION SUMMARY

Perform applicable monthly receivables reconciliation between the University's general ledger record and the Student Financial records. Other duties as assigned.

Duties and responsibilities	% Time
Reconcile applicable monthly receivables between the University's general ledger and the Student Financial records.	95
Other duties as assigned.	5

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