

# University of Houston – Clear Lake

## Position Description

Job Title: **Accounting Specialist**

Job Code: **5828**

Pay Grade: **160**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Basic Accounting classes.
Experience	Five or more years in an accounting environment.	Experience in Accounting with a state agency.
License/Certification		

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

### POSITION SUMMARY

**Audit and approve accounts payable documents by interpreting State of Texas, UHCL, and UH System policies and procedures to verify compliance with regulations. Coordinate the activities of Accounts Payable by determining priorities and activities of clerical staff, reporting to the Director when modifications or changes in strategy are required. Provide training and guidance to Accounting Assistants who also report to the Director of AP.**

Duties and responsibilities	% Time
Approve vouchers and various accounts payable documents for payment.	40
Create vouchers for payment to vendors.	20
Problem solving: Research departmental and vendor inquiries. Research invoices with no PO reference. Research USAS problems.	15
Verify checks for disbursement. Voiding checks. Generate a variety of accounting transactions to correct errors.	15
Process P-Card transactions and pay associated credit card bill.	10

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