

University of Houston – Clear Lake

Position Description

Job Title: **Accounting Technician**

Job Code: **5826**

Pay Grade: **140**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Associates degree or higher degree in Business or Accounting field.
Experience	Three years of Accounts Payable experience including reconciling credit card statements and other duties which include knowledge of basic accounting principles.	PeopleSoft experience. Accounting experience with a state agency. Knowledge and experience of travel industry.
License/Certification		

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

POSITION SUMMARY

Report's to Director, Accounts Payable. A primary duty involves professional auditing and accounting skills to detailed assignments in reviewing, all payable transactions daily. Review, audit, and process travel vouchers, departmental vouchers, procurement card transactions, employee reimbursements and encumbrance adjustment via PeopleSoft daily. Accuracy, timeliness and conformance with federal, state and University established procedure is of essence. Thorough knowledge of state of Texas policies and procedures and basic accounting principles enables efficient execution of these job duties. Excellent written and verbal communication skills required to assist internal and external customers of the University. Responsible to assist and perform all other payable duties as needed or as assigned.

Duties and responsibilities	% Time
Review, audit, and approve payable transactions of the university for final payment via PeopleSoft accounts payable module. Payable transactions may include – p-card transactions, departmental vouchers, purchase order transactions, employee reimbursements, contract transactions etc. Accuracy, timelines and conformance to federal, state and university guidelines is of essence. Communicate with internal and external customers of the university on an on-going basis. Assist departments with questions related to accounts payable transactions, policies and procedures.	30
Review, audit and process travel related transactions via PeopleSoft in a timely and accurate manner. Thorough knowledge of state of Texas travel guidelines is essential. Assist university faculty, staff and students with questions related to travel. Review and monitor travel related reports on a monthly basis for open encumbrances over 90 days and communicate and work with departments to disencumber such transactions.	30
Monthly review and reconcile centrally billed accounts (CBA) to university financial records, and monthly credit card billing statements. Prepare and obtain approval from immediate supervisor. Coordinate support both areas of accounts payable – travel payables and all other payables.	30
Research, assist, coordinate and work closely with university department(s) on an on-going basis with questions related to payable transactions, encumbrances, receiving, travel, p-card, purchase order transaction etc. All other duties as assigned by supervisor or his/her designee.	10

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