

JOB INFORMATION

Effective Date	10/10/2021
Job Code:	5826
Job Title:	Accounting Technician
Salary Grade/Structure:	150 - Support Staff
Career Level Name:	S1 - Entry Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Finance & Accounting
Job Family:	Accounting
Job Summary	The Accounting Technician is responsible for auditing travel expense reports and creating travel vouchers for reimbursement. Timely processing of invoices to make accurate payments to vendors in Peoplesoft. Reconciliation of centrally billed credit accounts (Airfare and Travel) and creating vouchers for payment. Review and audit P-card transactions for accuracy & complete documentation to make credit card payment to vendor and to ensure transactions are in accordance with University and State of Texas rules and regulations. Process all SCR Batches for UHCL (Service Center Batches) electronically to record and post inter-dept transfers (IDT).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Associate's Degree	or higher in Business or Accounting field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	of clerical experience	Required	
Some	of bookkeeping, financial, and accounting experience	Required	
Less than 3 yrs	of experience with Microsoft Office Suite	Required	
Less than 3 yrs	PeopleSoft experience	Preferred	
Less than 3 yrs	Accounting experience with a State Agency	Preferred	
Less than 3 yrs	Knowledge of and experience with the travel industry	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Spelling, grammar, Microsoft Word and Excel, data entry, 10-key	Proficient
• Knowledge of accounting practices and accounts payable processes.	Basic
• Knowledge of State of Texas policies & procedures.	Basic
• Customer Service Skills	Proficient
• Handle interruptions and remain calm under stressful conditions.	Proficient
• Handle multiple tasks & prioritize.	Proficient
• Maintain confidentiality	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Reconciliation of centrally billed accounts (CBA) to university records, credit card billing and other records that apply. Review and audit all p-card transactions for university and verify all required documentation is uploaded ensuring transactions are in compliance with policies and regulations through independent review.	30%
• Collaborate with faculty, staff, prospective employee candidates and guests regarding all aspects of university travel (both domestic and international). Review and audit travel expense reports and other supporting documents on a travel authorization to ensure compliance. Processing of invoices from UHCL purchase orders, check encumbrances, cost centers account numbers before entering into workflow, both state and local invoices.	30%
• Procures receiving reports by contacting staff in various University departments by emailing the request as well as coordinating with the receiving dock.	15%
• Process all SCR Batches (Service Center Batches) electronically to record and post inter-departmental transfers (IDT), then reviews the next day after posting for errors	5%
• Processing departmental requests via Encumbrance adjustment forms by releasing, adjusting, finalizing or cancelling of Travel Purchase orders.	5%
• Research accounting questions and other questions from University staff seeking guidance or solutions to problems or error transactions. Both by email or by phone.	10%
• Perform all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description