

**JOB INFORMATION**

Effective Date	8/16/2021
Job Code:	5829
Job Title:	Accountant IV
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance & Accounting
Job Family:	Finance & Accounting
Job Summary	This Accountant IV position will perform professional accounting work involving the recording, analysis and reporting of financial data in accordance with generally accepted accounting principles as well as federal, state and NACUBO guidelines for General Accounting. This position is also responsible for auditing and approving general ledger journal entries from other departments, and will assist with financial year-end close process. Will perform financial analysis activities in relation to monthly and yearly close and will help assist with the development of reporting tools, reducing the need for the numerous ad hoc reports currently provided.

**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	
Bachelor's Degree	Bachelor's degree from an accredited university in accounting or finance.	Required	
Master's Degree	Master's degree from an accredited university in accounting, finance or a business-related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Minimum seven years of experience on governmental/fund accounting, with financial reporting and operational experience.	Required	
Progressive	Experience in a higher education setting or governmental accounting utilizing PeopleSoft. Experience with Uniform Statewide Accounting System (USAS) and Hyperion.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of an Enterprise Resource Planning System, preferably PeopleSoft.	Proficient
• Working knowledge of current accounting practices, procedures, and standards. Ability to understand and apply established accounting and operational procedures for complex accounting transactions.	Skilled
• The knowledge and/or technology used in the job changes periodically; occasional study and training is required.	Basic
• Analysis and interpret financial and operational data. Ability to exercise independent thought and judgment to identify problems and develop solutions.	Proficient
• Use advanced tools in Microsoft Excel to help analyze data to exercise independent thought and judgment to identify problems and develop solutions.	Proficient
• Ability to understand, apply and comply with applicable federal, state, and university requirements.	Skilled
• Ability to maintain confidentiality regarding information.	Skilled
• Ability to effectively communicate and interact with all levels of university personnel and external customers.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Prepare and analyze monthly and annual financial statements, and assist with ad hoc reporting through PeopleSoft tools or Data warehouse.	20%
• Prepare complex accounting reconciliations and analysis to determine the accuracy of financial data, initiate needed adjustments and corrections, and provide explanations of transactions.	20%
• Researches complex issues and recommends process and operational improvements as needed.	10%
• Ensure that all transactions are made in accordance with generally accepted accounting principles in relation to federal, state and NACUBO guidelines	5%
• Provide assistance regarding the application of established accounting and operational procedures & requirements to UHCL staff as needed.	15%
• Trains new employees within UHCL Accounting or other campus financial positions, as appropriate.	10%
• Key player in year-end close tasks, including preparation and approval of entries and reports; includes annual financial report.	5%
• Manages special projects, process improvements, and problem resolution. Coordinates with other areas and agencies as needed.	5%
• Maintain organized work files and current operating procedures. Stay abreast of current accounting practices and applicable federal, state and UHS System requirements and recommend changes as needed.	5%
• Other related 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
10%	

