

JOB INFORMATION

Effective Date	5/31/2022
Job Code:	2350
Job Title:	Director, General Accounting/Financial Reporting
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Finance & Accounting
Job Family:	Accounting
Job Summary	The Director, General Accounting/Financial Reporting is primarily responsible for oversight of asset management; financial reporting and data request responses including myriad federal, state and local reports such as IPEDS, IFRS; local bank and endowment reconciliations and reports; Texas and Student Account accounting; and audit support. Provides responsive customer service campus-wide, leadership and direction to the department, and ensures best practices are identified and implemented that result in strong internal controls and engaged employees.

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	Degree in Accounting or Finance related field.	Required	
Master's Degree	Degree in Accounting or Finance related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of five years of in-depth experience in accounting, audit, financial reporting, government or fund accounting, including demonstrated progressive leadership and supervisory experience.	Required	
Progressive	Seven years of Accounting leadership experience in a Texas Higher Education or State Agency. Experience with PeopleSoft system.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Public Accountant		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Federal, State, Local and County laws/rules.	Proficient
• Knowledge of GAAP and GASB pronouncements and standards.	Proficient
• Knowledge of policies, procedures and practices in higher education.	Proficient
• Must be highly analytic, detail-oriented, with the ability to see and understand the big picture and prepare detailed reports.	Proficient
• Must be able to demonstrate effective team leadership with superb customer focus and the ability to embrace challenges.	Proficient
• Must be able to effectively manage time and multi-task with competing priorities.	Proficient
• Must be able to communicate complexity effectively and simply.	Proficient
• Must be able to work independently and proactively identify and remove roadblocks to progress.	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Directs, reviews, and assists in timely preparation of monthly and fiscal year end financials, audit reports, year end close processes synchronized with University of Houston (system), and ensures that deadlines are met in accordance with internal and state guidelines and GAAP rules.	50%
• Manages daily accounting functions including chart of account maintenance, property and state accounting, bank account and general ledger account reconciliations. Records, classifies and summarizes financial transactions as needed. Reviews and approves departmental journal entries and account analysis.	20%
• Parses business issues, projects, data requests and other finance activity into distinct components, with due dates, to add value as a resource to other departments. Frames issues clearly and simply. Assists Office of Sponsored Programs as needed. Develops methods and procedures for increased efficiency.	15%
• Back-up PeopleSoft administrator; collaborates with system offices as needed to ensure that software/human errors that impact the trial balance are identified and resolved quickly.	5%
• Provides supervision, direction and development of accounting staff including training needs assessment and recommendations for continuous improvement. Inspires professional development by example.	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