

**JOB INFORMATION**

Effective Date	8/12/2021
Job Code:	5828
Job Title:	Accounting Specialist
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Finance & Accounting
Job Family:	Accounting
Job Summary	Reports to the Director of Cashier and Collections at the Clear Lake Campus. Collects payments during registration and student payment cycles. Disburse checks to Faculty, Staff and Students. Maintain collection files. Prepare and verify daily bank deposit and accounting cash report. Reconcile daily reports. Supervise position of Accounting Assistant. Assist customers with other related duties.

**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	
High School Diploma or GED	Some college	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Five years related experience in an accounting environment.	Required	
Less than 3 yrs	One year in a supervisory position	Required	
Some	Previous employment in a college or university setting.	Preferred	
Some	PeopleSoft Student Financial experience.	Preferred	
Some	Five-seven year banking experience	Preferred	

## Licenses and Certifications

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

KSAs	Proficiency
• Excel, Word, spelling, grammar, calculator skills required.	Basic
• Basic PC computer knowledge including Word and Excel	Basic
• Accurate data entry skills	Basic
• Cashiering functions (balancing, verifying, reconciling)	Basic
• High level of confidentiality required	Basic
• Above average professional communication and verbal skills required for interacting with external and internal customers	Basic
• Ability to understand basic accounting practices	Basic
• Analytical skills required	Basic
• Some supervisory experience required	Basic
• Equipment Skills: PC computer, calculator, fax, copier, telephone. Must be comfortable with data entry and word processing. University Student and Financial system will require hands on training. This training will be daily to begin and proved as needed after the initial training.	Basic

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Registration	20%
• Reconciliation	20%
• Counter Duties	20%
• Collections	5%
• Bank Deposits	20%
• Data Entry	15%

## 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