

AgriLife Position Description

Last reviewed: 04/20/06

9310
STAFF ACCOUNTANT
07/20/99

SUMMARY

General Description: Responsible for daily fiscal business of reconciliation of accounts, transfer and general accounting of funds, budgeting, and interacting with other individuals to coordinate fiscal transactions.

DUTIES

Typical: Reconciles accounts; assists and coordinates the preparation of financial reports; transfers funds and reports transmittals, prepares annual income projections and assists with budget process; interacts and coordinates with other offices, agencies, and/or vendors regarding account balances, establishment of accounts, payment of invoices and transfer of funds; may assist in the collection and data tracking of taxes for foreign nationals as well as U. S. citizens; may supervise assistants and/or student workers; other essential job related duties as required.

SUPERVISION

Received: Periodic review of general work by supervisor and review of all budget preparation and account materials by supervisor, unit head, or assistant director.

Given: May supervise accounting assistants and student workers who provide accounting support.

EDUCATION

Required: Bachelor's degree in accounting or a related field and two years related experience.

EXPERIENCE

Required: Three or more years experience in accounting and working knowledge of TAMU FAMIS, the TAES Bookkeeping System, TAES Payroll Procedures, Excel, Word Perfect, and Word.

KNOWLEDGE, ABILITIES AND SKILLS

Required: Ability to effectively use a computer and applicable software to create spreadsheets, reconcile accounts, and present fiscal data; must be able to manipulate a ten-key calculator key pad and a computer keyboard; ability to operate other standard office equipment.