

## AgriLife Position Description

Last reviewed: 04/20/06

9311  
SENIOR STAFF ACCOUNTANT  
07/20/99

### *SUMMARY*

**General Description:** Responsible for overseeing TAES accounts, financial reporting, accounting analysis, audit of local funds, and general support of TAMU FAMIS and TAES Bookkeeping Systems.

### *DUTIES*

**Typical:** Responsible for overseeing accounts, to include review and reconciliation, budgeting functions, vouchers, account balances, and transfer of funds; approves payment of vouchers, responsible for reports for TAES and State Comptroller as requested; provides TAMU FAMIS accounting and TAES bookkeeping support; may perform account and voucher audits; coordinates payroll, accounts payable, disbursements, vouchers and other fiscal business with other agencies, units, and offices; other essential job related duties as required.

### *SUPERVISION*

**Received:** Review of accounts and other accounting work by supervisor and/or assistant director.

**Given:** Supervises staff assistants, staff accountants, and/or student workers engaged in TAES fiscal accounting.

### *EDUCATION*

**Required:** Bachelor's degree in accounting or related field and three years of related experience.

### *EXPERIENCE*

**Required:** Four 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.