

AgriLife Position Description

Last reviewed: 04/20/06

9312
SUPERVISORY STAFF ACCOUNTANT
07/20/99

SUMMARY

General Description: Supervises and manages accounting activities of a section responsible for account reconciliations, disbursements, vouchers and financial reports, and assists unit personnel to ensure creditors are paid in a timely manner while maintaining full compliance with applicable state, federal, and TAMU System policies and regulations.

DUTIES

Typical: Supervises account disbursements and reconciliations, to include receiving and auditing vouchers, approval for payment, entering accounting data into the FAMIS system, collecting and verifying year-end encumbrances and managing the balances of R&G funding sources; assists unit heads, administrators, and bookkeepers to ensure creditors are paid in a timely manner; ensures compliance with all state and TAMU System accounting related laws and regulations; prepares reports and financial statements; communicates and coordinates with the state comptroller, general services commission and/or other state agencies, units, and offices when required; other essential job related duties as required.

SUPERVISION

Received: Periodic review of accounting products and project status by immediate supervisor or TAES assistant agency director for fiscal affairs.

Given: Supervises a staff of accountants and assistants directly responsible for the TAES fiscal accounting functions.

EDUCATION

Required: Bachelor's degree in accounting or related field and four years of related experience, including one year of supervisory experience.

EXPERIENCE

Required: Five or more years experience with fund accounting, additional supervisory experience, and working knowledge of TAES Bookkeeping System and TAMU FAMIS.

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.