

Assistant Director, Accounting

Job Code 00001467

General Description

Responsible for overseeing staff in the performance of processing payments to outside vendors and University employees in compliance with State Comptroller and University rules and regulations.

Examples of Duties

Monitor workflow in the office by evaluating the weekly voucher count.
General supervision/monitor performance of the accounts payable area.
Answer questions from various members of the University Community concerning appropriate use of funds and procedures/ documentation needed for payments.
Analyze various problems with payments to vendors.
Audit and approve local vouchers for payment.
Obtain new account numbers to charge for accounts with insufficient funds or notify departments to complete budget revisions.
Approve prepayment of various invoices.
Evaluate all memos received by accounting.
Resolve any payment problems.
Evaluate contract payment vouchers to determine payee is not University employee and service meets IRS requirements.
Authorize Stop Payment Forms for all accounts at bank.
Approve requests to modify purchase orders.
Sign state sales tax exemption and IRS W-9 forms.
Sign hand-typed checks of less than \$10,000.
Sign club account checks.
Verify totals and clear the check protector/signer.
Make hiring recommendations.
Prepare annual performance evaluations.
Prepare exhibit A for the monthly operating report.
Prepare 1099 forms for the University.
Prepare University tax returns.
Research fringe benefit tax questions.
Provide training to various Texas State employees in how to use CUFS computer software system.
Approve petty cash payments.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: laws, guidelines, policies and procedures for making payments; IRS rules and guidelines; basic fund accounting; SAP accounting system and various software such as Excel, Microsoft Word, the State USAS accounting system, and the LBB ABEST system; analytical

and logical thinking process; University environment, mission, and policies and procedures; related outside agencies; discretion.

Skill in: directing the work of others and solve conflicts; prioritizing workload; deciding the proper way to record an accounting transaction; problem solving and decision making; organization; using time productively.

Ability to: understand instructions, procedures, manuals, State and university guidelines, invoices, P.O.s, and overlays; prepare memos, letters and other correspondence; complete forms and reports; perform complex calculations related to accounting records; direct the work of others, encourage employees to be a team member, and relate information to members of university community; use CUFS accounting system; to negotiate; listen to others; explain policies and procedures about payments.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements