

The Texas State University System
Office of Finance
Austin, Texas

Financial Operations Coordinator

Position Description

The Texas State University System (TSUS) Office of Finance seeks an innovative, attentive, team-oriented professional to fill the position of Financial Operations Coordinator. Performing routine to moderately complex financial operations tasks, the position reports to the Vice Chancellor and Chief Financial Officer and provides quality services to TSUS component institutions.

Work Schedule

The ideal candidate seeks a work week of approximately 30 hours. Flexibility in the agreed upon work schedule is possible. TSUS may consider a work schedule with greater or fewer hours, depending on the qualifications and desire of the candidate.

Essential Duties

- Process financial transactions including vendor payments, employee reimbursements, budget transactions, and vendor maintenance;
- Review finance related documents to ensure compliance with System and State policy, regulations, and laws;
- Account for inventoried assets of System Administration;
- Process journal vouchers to record financial activity;
- Prepare routine and ad hoc finance related statements, reports, schedules, and exhibits;
- Perform reviews and analysis of financial data, draw conclusions, and prepare reports and summaries to support those conclusions;
- Interact with and provide financial related data to a variety of constituents;
- Assist in the preparation of the Annual Financial Report and other financial reports submitted to a variety of constituents;
- Assist in maintaining the reporting structure and systems related to financial information;
- Input and extract financial information into System Administration's ERP system and USAS, the financial system for the State of Texas;
- Maintain complete and organized finance related records;
- Provide administrative support to the TSUS Office of Finance;
- Perform other duties necessary to support the efficient operation of the TSUS Office of Finance.

Education and Experience Required

- Bachelor's degree in accounting or a related field;
- Five (5) or more years of recent, progressively responsible professional experience in finance operations.

Experience/Skills Required

- Knowledge of professional standards, financial reporting and accounting theory;
- Working knowledge of Generally Accepted Accounting Principles;
- Familiarity with NACUBO financial accounting and reporting guidelines;
- Ability to think both creatively and analytically in resolving complex issues;
- Excellent verbal and written communication skills;
- Ability to efficiently organize, prioritize, schedule and manage work activities, tasks and assignments;
- Ability to work under deadlines and communicate information quickly and accurately;
- Ability to handle complexity and work independently under general supervision with moderate latitude for the exercise of initiative and independent judgement;
- Ability to work collegially with diverse constituencies, exhibiting a commitment to geographic, economic, and cultural diversity;
- Advanced skill using computer information systems and computer applications to input, retrieve, and manipulate financial information;
- A focus on timely customer service.

Salary and Benefits

Salary is commensurate with qualifications and the agreed upon work schedule. Customary and usual state employee benefits apply, including but not necessarily limited to retirement (TRS), health insurance (ERS), holidays, annual and sick leave.

The Texas State University System

Established in 1911, the Texas State University System is the first higher education system established in Texas. Beginning as an administrative means to consolidate the support and management of state teacher colleges, the System has evolved into a network of higher education with seven component institutions stretching from the Texas-Louisiana border to the Big Bend region of west Texas. Our component institutions, with a combined enrollment exceeding 84,000 students, are:

Comprehensive Universities:

- Lamar University in Beaumont;
- Sam Houston State University in Huntsville, including a Multi-Institution Teaching Center ("MITC") at the Woodlands;
- Sul Ross State University in Alpine, including the Rio Grande College with campuses in Del Rio, Eagle Pass, and Uvalde; and
- Texas State University, including the Round Rock Higher Education Center.

Two-year Colleges or Institutes:

- Lamar Institute of Technology in Beaumont;
- Lamar State College-Orange; and,
- Lamar State College-Port Arthur.

Filing Applications

Interested applicants should fax or email their resume to:

Mr. Daniel Harper
Vice Chancellor and Chief Financial Officer
Texas State University System
Fax: (512) 463-1816
Email: finance@tsus.edu

Additional Information for Applicants

- The Texas State University System is a tobacco-free/drug free workplace.
- A criminal history background check may be required for finalist(s) under consideration for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.

The Texas State University System is an Equal Opportunity Employer