

## **Associate Director**

**Job Code 50036689**

### **General Description**

Responsible for overseeing the University's Financial Reporting unit and for providing advanced administrative support in the management of financial reports, complex accounting tasks and processes related to the financial accounting system.

### **Examples of Duties**

Manage monthly and fiscal year-end closing processes.  
Manage accounting, reporting, and account reconciliation processes.  
Manage all aspects of the University's GAAP and GASB reporting process.  
Plan and coordinate the preparation of the University's financial statements and other required financial compliance reports.  
Generate monthly and quarterly financial reports.  
Coordinate leave and prepare appraisals within established guidelines/deadlines.  
Interpret and ensure compliance with state statute and University policies and procedures.  
Determine impact of new authoritative accounting and reporting policy statements.  
Recommend procedures to ensure compliance.  
Oversee analysis and assessment of the University's financial condition, including annual trending in the MD&A and maintenance of a Dash Board of Key Financial Indicators.  
Advise and guide staff in performance of daily duties.  
Assign work projects, monitor progress, review and evaluate results.  
Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

**Knowledge of:** Generally accepted accounting principles, standards, reporting requirements, and State of Texas Statutes; various general ledger reports and tools.

**Skill in:** Establishing rapport with various constituencies; working as a team member; negotiating; communicating effectively; organizing and planning; multitasking; problem solving and decision making; using time productively and prioritizing workload.

**Ability to:** Understand complex legal documents; prepare memos and reports; perform advanced calculations related to accounting records; relay accurate information; effectively direct the work of others; work under strict deadlines.

### **Experience and Education**

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**