Associate Director, Accounting

Job Code 50013327

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.

Job 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 (GAAP); Financial Accounting Concepts; American Institute of Certified Public Accountants (AICPA); Governmental Accounting Standards Board (GASB); Financial Accounting Standards Board (FASB); National Association of College and University Business Officers (NACUBO). Texas Comptroller of Public Accounts’ Reporting Requirements for State Agencies and Universities; State of Texas Statutes: Education/Government; and 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, policies, procedures, manuals, and grant management handbook; prepare memos and reports; perform advanced calculations related to accounting records; work effectively with staff, faculty, students, and employees of state, federal, and private entities; relay accurate information; effectively direct the work of others.
and work under strict deadlines.

**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**