

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Accountant I

**EEO CATEGORY:** Professional

**JOB NUMBER:** 0-0590

**STATUS & GRADE:** E-10

**DATE:** 09/1998

**DEPARTMENT:** As assigned

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's degree in Accounting. One (1) year related professional accounting experience or equivalent. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Performs entry level professional accounting work in accordance with prescribed procedures and techniques in fiscal control and reporting.

**SUPERVISION GIVEN & RECEIVED:** May provide working supervision to one (1) or more accounting clerks. Receives general supervision following established practices and policies.

**PRIMARY RESPONSIBILITIES:** Performs routine accounting duties such as but not necessarily limited to posting and maintaining ledger accounts; reconciling salary reports and bank statements; preparing deposit slips and maintaining cash records; computing unit cost information; taking trial balance of subsidiary ledgers and reconciling discrepancies; analyzing data for planning estimates. Prepares the less complex special reports as required. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Other University departments, vendors, and off-campus agencies. Work requires the exercise of moderate judgment in the application and interpretation of procedures or practices to work problems of a well-defined nature.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**