

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Associate Director of Accounting

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-0597

**STATUS & GRADE:** E-19

**DATE:** 11/1998

**DEPARTMENT:** Accounting

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's Degree in Accounting with a minimum of five (5) years experience in a similar position or as a professional account in a senior capacity. CPA and supervisory experience desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Assists in the management of overall accounting functions for The University. May supervise one or more major accounting functions. The general purpose of the Associate Director of Accounting is to perform advanced and/or supervisory accounting work. Work involves preparing or supervising the preparation of financial analyses and reports; establishing, maintaining, and/or supervising accounting systems, procedures, and controls; and preparing or supervising the preparation of administrative accounting projects.

**SUPERVISION GIVEN & RECEIVED:** May supervise related fiscal activities such as accounting, payroll, budgeting, and purchasing. May supervise professional, technical and/or clerical staff performing accounting and budget activities. Works under minimum direction with extensive latitude for the use of initiative and independent judgment.

**PRIMARY RESPONSIBILITIES:** Performs and/or coordinates various fiscal functions in accounting and budgeting, as well as the preparation of financial reports and budget requests. May prepare or oversee the preparation of periodic financial reports and detailed reporting of expenditures and encumbrances made by the various operating units. Plans, organizes, and directs programs to control the financing of agency operations. Formulates and revises, for review and approval, agency policies regarding the use of operating funds. Determines the reliability of agency accounting records and ensures agency assets are properly accounted for. Develops methods for the control of cash receipts, deposits, and disbursements. May supervise the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures. May direct the allocations of state and federal funds to agency operating programs and develop suitable plans for validating and matching the various federal funds used in financing agency operations. May coordinate the compilation of data and information for financial reports. May make periodic field trips to monitor inventory and accounting operations. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Knowledge of finance administration and fiscal accounting; and of the agency's financial program, governmental accounting, budget control methods, policies and procedures, and laws and regulations pertaining to fiscal operations desirable. Ability to supervise staff, to direct complex accounting programs, to budget funds, to set up accounting systems, to interpret laws and regulations, and to apply highly advanced accounting theory.

**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.**