

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Director of Business Office

EEO CATEGORY: Administrative

JOB NUMBER: 0-0606

STATUS & GRADE: E-NC

DATE: 04/1999

DEPARTMENT: Business Office

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's Degree in Accounting, and a Certificate of Public Accountability (CPA) desirable. Seven (7) years equivalent administrative accounting experience. Governmental accounting in a state agency, a state university, or the State Auditor's Office would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Directly responsible for the overall functions of the Business Office. Directs budget accounting, cashiering and related operations.

SUPERVISION GIVEN & RECEIVED: Provides supervision to the Assistant Director of the Business Office, Accountant(s), Accounting Clerks, Accounts Payable Coordinator, and the Cashier Office Manager. Receives minimum direction from the Vice President of Finance and Operations.

PRIMARY RESPONSIBILITIES: To be responsible for, but not necessarily limited to the following duties; preparation of the annual financial report, governmental reports, registration, reviewing and signing vouchers, overseeing collection of returned checks, monitoring bank reconciliations and procedures, payment to ORP/TDA, and Deferred Compensation vendors. Assisting in the checking out when cashiers do not balance at end of the day. Conducting investigations of financial transactions of other departments when needed. Handling insurance policies for the university relative to vehicle and buildings. Administrative responsibility for distribution of scholarships, grant and loan checks, as well as, the responsibility for collection of large sums of money. Responsibility for organizing, planning, evaluating in areas of work assignments, personnel, employee hiring, supervision, training, and directing the Business Office. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Other university departments, staff, state auditors, Board of Regents representatives and other state employees of various agencies, and financial agencies dealing with the university. Occasionally, communication with parents of students concerning financial transactions.

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.