

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

**TITLE:** Director of Accounting  
Administrative  
0-0600

**EEO CATEGORY:**  
**JOB NUMBER:**

**STATUS & GRADE:** NC  
**DATE:** 07/1999

**DEPARTMENT:** Division of Finance and Operations

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's Degree in Accounting. CPA would be helpful. Minimum of seven (7) years administrative accounting experience. University or governmental experience with a good working knowledge of fund accounting and data processing is helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Manages overall accounting functions of the University. Establishes and maintains necessary computerized systems and procedures for handling transactions incidental to fund accounting to meet federal and state reporting requirements. The Director of Accounting oversees the Accounting, Payroll, Contracts and Grants, and Telephone Service Departments/Offices and provides the university with accountability for financial transactions and for the orderly disbursement of funds which includes the preparation, recording, and reporting of financial data in accordance with good accounting principles and procedures, as prescribed for colleges and universities.

**SUPERVISION GIVEN & RECEIVED:** Supervises Accountants, Accounting Clerks, Telephone Operators, Telephone Services Manager, and Director of Contracts and Grants. Receives general direction from the Vice President of Finance and Operations.

**PRIMARY RESPONSIBILITIES:** Supervise the general ledger accounting information and accounts receivable accounting information; maintain coordination of transactions between the University accounting system and the Uniform Statewide Accounting System (USAS) in the State Comptroller's Office; manage collection for past due accounts; monitor and implement requirements of all state legislation and procedures which affect the University's accounting function; answer inquiries and offer guidance to other departments concerning accounting and budgetary matters; and, provide assistance, information, and support to the Vice President of Finance and Operations as needed. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Other University departments, local banks, State and local auditors, Tax Collectors, State Comptroller's Office, vendors, and contractors.

**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.**