

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Supervisor of Accounting
(Cashier's/Grants and Contracts)

Reports To: Chief Financial Officer

Position Code: SACC

Department: Business Office

EEO Type: PR

Effective Date: 07-28-93

Revision Date: 01-30-04

Pay Grade: G

FLSA: Exempt

ORP Elig: N

A. General Description:

The Supervisor's primary functions are to oversee and solve problems relating to the efficient operation of the department in completing the functions in both the Cashier and Grants and Contract areas, and to provide general ledger accounting services and completion of required reports.

B. Duties and Responsibilities:

a. Essential Functions

Grants and Contracts

Perform review of grant proposals including the proposed budget, fringe benefit requirements, matching or in-kind requirements, and reporting requirements.

Monitor reports and reimbursements on all grants and contracts.

Prepare financial closeout reports on all grants and contracts in coordination with account managers.

Cashiers

Serve as backup cashier in case of emergency.

Apply practical accounting knowledge to problems/situations that arise in the recording of cash receipts and accounts receivable payments in the computer system.

Perform the balancing function for cashiers as needed during personnel absences and during the registration process.

Coordinate the registration activity as it affects the cashier's area.

Monitor the bank account daily for receipt of funds electronically.

Transfer funds between bank accounts as necessary.

General Ledger/Special Reports

Provide explanations of discrepancies between bank statements and the general ledger, making bank transfers and journal entries in the process of reconciling the bank statement for the three local bank accounts.

Research general ledger accounts as needed or requested; prepare and enter journal entries.

Monitor activities, transfer funds, and prepare year-end journal entries for the designated, auxiliary and restricted funds.

Set up and maintain AR Codes, AR Types, and other items in Colleague to support the student accounting process.

Create various queries in Colleague to extract information as needed to support various areas of the College.

Maintain general ledger account numbers and request new account numbers from Systems.

Prepare various internal and external reports, including:

- a) Bookstore and Cafeteria reports
- b) IPEDS Finance Report
- c) THECB All Funds Expenditure Report
- d) LBB Report of Training Costs
- e) SACS Institutional Profile for Financial Information

b. Other Responsibilities

Perform other duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications

Good communications skills. Must be computer literate. Working knowledge of State legal statutes and policies and procedures as they affect the financial record keeping function.

E. Minimum Requirements of Education and Experience:

Bachelor's Degree in Accounting from an accredited college or university. Prefer Certified Public Accountant. Three years work experience in accounting. Prefer candidate with prior State and supervision experience.

Approved _____
Supervisor