

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Supervisor of Accounting (Accounts Payable)

Reports To: Chief Financial Officer

Position Code: SACC

Department: Controller/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:

Supervisor of Accounting is responsible for the effective management and control of the general accounting function at the campus level. Counsels and oversees the campus in problem solving in financial related matters.

B. Duties and Responsibilities:

a. Essential Functions

Supervise Accounts Payable and Budget Control Departments

Prepare, review and correct reports (month-end, year-end, etc.)

College Travel Coordinator

Present travel training for TSTC employees

Prepare telephone bills for the payment process

Coordinate campus use of USAS

USAS Security Coordinator

Release all documents in USAS

Clear USAS Default Fund as needed

Prepare deposit request vouchers (DRV's) for all deposits to the State Treasury

Prepare Expenditure Transfer Vouchers (ETV's) as needed

Prepare and enter journal entries as needed

Create Colleague queries for departmental use

Research vendor inquiries for status of payment

Monitor appropriations for availability of funds

Keep informed (and inform staff) on Federal, State and TSTC guidelines

Process Unemployment and Worker's Compensation reimbursements

Prepare tuition deposit to State Treasury

Prepare Unit Action Plans

Monitor interest paid for late payments

Establish departmental procedures

Program Administrator for Bank One program

Monitor Bank One Cardmember activity for any unauthorized use

ABEST Reconciliation

Conduct staff evaluations yearly

Conduct departmental meetings

Negotiate and monitor investments

Coordinate gathering of vouchers for open records requests

b. Other Responsibilities

Performs 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 Business Administration or related field 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