**Financial Accountant III Standard Job Description**

**Classification Title:** Financial Accountant III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Financial Accountant III, under direction, performs complex professional accounting tasks.

**Essential Duties/Tasks:**

**30% Accounting and Financial Reporting**

* Performs complex accounting work to record, examine, and analyze financial records, documents, or reports.
* Prepares financial statements, reports, schedules, and exhibits.
* Audits accounting and financial documents for accuracy and completeness.
* Classifies, codes, posts, and balances financial and accounting documents and records.
* Prepares periodic analysis of fund balances and expenditures.
* Prepares technical reports on payroll, estimates, cost data, and budget items.
* Monitors accounts and identifies financial discrepancies and budget shortfalls.
* Forecasts expenditures and informs management of budgetary concerns.
* Prepares requisitions, purchase orders, and voucher expenses.
* Audits accounts payable and accounts receivable documents for accuracy.
* Initiates transactions to various accounts and assigns object codes to expenditures and revenue.
* Serves as a resource in solving accounting or financial problems.
* Assists in making recommendations for improvements, adaptations, or revisions to accounting systems, policies, and procedures.

**20% Accounts Payable and Receivable**

* Consults with various customers on their account payables.
* Assists departments with account payable inquiries and works with vendors on past-due invoices or statements.
* Initiates and processes transactions related to accounts payable and accounts receivable.
* Prepares receivables invoices for distribution.
* Processes intra-departmental transfers and account receivable billing in external systems.
* Follows up on collections efforts and deposits.
* Handles customer inquiries and billing correction requests.
* Assures compliance with standards, policies, and procedures related to accounts receivable.
* Performs complex accounting work regarding accounts receivable, independently making decisions in recording and analyzing financial records.

**10% Financial System Compliance and Auditing**

* Audits travel and purchase card expenses to ensure proper liquidation of advances and proof of receipts.
* Prepares travel reports and classifies, codes, posts, and balances travel reimbursements and purchase card reallocations.
* Reconciles accounts and assists with the preparation of monthly management reports.
* Monitors accounts and posts financial transactions in a secondary bookkeeping system.
* Researches discrepancies and reports findings.
* Assures compliance with all relevant standards, policies, and procedures in the financial systems.

**10% International Tax Reporting and Compliance**

* Assists in the quarterly compliance review of international tax payments made by Accounts Payable.
* Verifies proper documentation and correct tax deductions for international payments.
* Conducts monthly reviews of international payments to ensure accurate tax statuses in financial systems.
* Prepares Workday entries for tax refunds as necessary.
* Coordinates the completion of weekly processing for international student billing.
* Prepares invoices and submits tax deposits for international tax payments.

**10% Financial Process Improvement and Support**

* Assists in making recommendations for improvements, adaptations, or revisions to accounting systems and policies.
* Serves as a resource in solving accounting or financial problems.
* Oversees daily notifications from the financial system and analyzes necessary handling procedures.
* Assists in policy and procedural compliance issues.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree or an equivalent combination of education and experience.

**Required Experience:**

* Four years accounting experience in a business office.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Oral and written communication skills.
* Customer service skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**