**Financial Accountant IV Standard Job Description**

**Classification Title:** Financial Accountant IV

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Financial Accountant IV, under direction, performs highly complex accounting tasks and leads accounting tasks.

**Essential Duties/Tasks:**

**30% Financial Analysis and Reporting**

* Develops, coordinates, and produces complex reports for monitoring and reporting financial information.
* Analyzes and prepares reports, operating reports, financial records, forecasts, and ratios.
* Designs and requests new automated reports and processes as needed.
* Provides advanced student financial data analysis.

**20% Accounting Process Design and Improvement**

* Designs and evaluates complex accounting processes, controls, and procedures.
* Develops methods for the control of cash receipts, deposits, and disbursements.
* Analyzes and recommends improvements, adaptations, or revisions to the accounting system, policies, and procedures.
* Evaluates and recommends processes and procedures.
* Coordinates and reclassifies fixed assets, analyzing documentation and coordinating with multiple departments to ensure accuracy.

**10% Oversight and Supervision**

* Supervises the Student Worker position, including approving time in Workday and providing daily assignments.
* Mentors Financial Accountant I and Financial Accountant II positions on inventory certifications, label printing, disposals, inventory audit, risk assessment, and other duties.
* Oversees and monitors accounts, identifying discrepancies and budget shortfalls, and informs management.

**10% Financial Documentation and Compliance**

* Audits and approves fixed assets purchased via purchase order or non-PO based invoice, ensuring compliance with State and TAMU System criteria.
* Logs and audits donation documentation, reviewing item information, authorizations, and IRS forms.
* Audits and approves fixed assets purchased with credit cards, ensuring proper coding and compliance with criteria.

**5% Budget and Reconciliation Support**

* Assists in preparing the annual operating budget and reviews.
* Coordinates with other departments to resolve outstanding reconciling items and advises on new or revised processes.

**5% Specialized Reporting**

* Prepares and submits state reports, including the Annual Financial Report, THECB IFRS, and year-end closeout entries.
* Provides reports to budget on student-related financial activities.

**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:**

* Five 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**