



University of Houston-Downtown Job Description

Job Title: Accountant II/Property Management
FLSA Category: Exempt
Grade: 26
Job Code: 2815

DUTIES

Job Summary: Oversees the acquisition process through the disposal process of University property. Applies accounting principles to analyze financial information and prepares financial reports for the University

Duties and Responsibilities:

- Analyzes property expenditures, enters them into the asset management system and records adjusting entries
- Handles the annual inventory of University property
- Processes bi-annual bond payments
- Processes annual endowment scholarship proceeds
- Calculates and records annual depreciation of capital assets

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of 3 years

Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.