Job Description

Job Title:	Accounting Coordinator	**Grade:**	K
Department:	Information Technology Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

With general direction, performs a variety of moderately complex, technical accounting tasks related to preparing, maintaining and reviewing financial reports and records.

Characteristic Duties and Responsibilities:

1. Monitors activity in assigned accounts; audits specified accounts for accuracy; creates accounts as requested.
2. Balances and reconciles assigned accounts and/or funds; researches and reconciles any problems or discrepancies.
3. Gathers and summarizes data; conducts research and analyzes data.
4. Prepares various journal entries; makes recommendations regarding journal entries.
5. Reviews financial forms and records; researches and resolves discrepancies.
6. Processes various forms and other financial information and materials; enters financial information.
7. Provides information and responds to inquiries; advises departments on policies and procedures relating to their budgets and other financial information.
8. Advises account managers regarding budgets and spending plans for Information Technology Services. Confers with ITS account managers to explain policies, procedures, and resolve discrepancies.
9. Submits annual budgets for fiscal year for Information Technology Services
10. Coordinates procurement process, works closely with CPCC Procurement agents and Senior Buyer to create requisitions, follows up with vendors to confirm orders, follows up with procurement teams and managers to confirm receipt of goods and services, requests invoicing and submits payment for all ITS purchases and Technology Purchases for the college as a whole.
11. Keeps detailed reports and spreadsheets of Information Technology Services budgets as a whole and all transactions that occur to keep Associate VP and CIO informed of current budget status at any given time.
12. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised March 2013

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Reporting Relationships:

Direction Received: Reports to the Senior Administrative Coordinator

Direction Given: No authority or responsibility for the supervision of others, project direction or program management

Minimum Requirements:

Associate Degree from a regionally accredited institution and 5 years of accounting work experience; Or a Bachelor's Degree from a regionally accredited institution in Accounting or Business Administration with 1 year of work experience.

Preferred Qualifications:

Bachelor's Degree from a regionally accredited institution in Accounting or Business Administration with a concentration in Accounting and 2 years of accounting work experience

Knowledge, Skills, Abilities and Worker Characteristics:

Familiar with eProcurement guidelines, policies and procedures for the state of NC

Knowledge and proficiency in using administrative information systems preferably Datatel Colleague

Moderate to advanced computer and spreadsheet skills

Ability to communicate effectively and work with individuals form diverse backgrounds

Working Conditions:

Typical office environment

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