



Job Description

Job Title: Accounting Specialist II

Grade: J

Department: Accounts Payable

FLSA: Non-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:

Responsible for multiple aspects of vendor payment processing including – complex auditing, data entry, data entry verification, check processing, check verification, etc. while applying a working and expanding knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).

Characteristic Duties and Responsibilities:

1. Processes various forms and other financial information and materials; enters financial information.
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 information; prepares financial reports.
4. Audits and enters complex check requests, including but not limited to, employee mobile phone reimbursement requests. Reviews and maintains database for reimbursement eligibility, audits backup documentation and assigns proper general ledger expense account and quarterly account charge-backs to departmental accounts.
5. Audits and enters complex Payroll check requests, including but not limited to, employee payouts, Summer Theatre Program (multiple employees), Payroll deduction vendor payments, movement of money as a result of Payroll vendor payments, etc.
6. Reviews and enters sensitive banking account information for employees via direct deposit work-flow for Accounts Payable E-pay purposes. Information is sensitive in nature and access is limited to only a few staff members. This information must be complete and accurate to avoid payment errors.
7. Cross-trains as a back-up for P-card/Fuel Card/ American Express expense auditing and departmental account charge-backs and monthly reconciliations. Includes, but not limited to, P-card master bill generation, general knowledge of proper expense account usage per NCCCS, P-card purchasing rules and guidelines, reconciliation of charges to SharePoint and General Ledger.
8. Checks and E-pay verification; including verifying payee information, amounts, invoice numbers, mailing addresses, identifying duplicate payments while matching payments to invoice/ back-up documentation. Distributions of checks including interoffice mail, mailroom pick up or contracting customers for check pick-up.
9. May prepare various journal entries; may make recommendations regarding journal entries.
10. May enter budget revision requests and other financial information into computer system; may review computer printouts for accuracy.

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. April 2016



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11. May monitor activity in assigned accounts; may audit specified accounts for accuracy; may create accounts.
12. May provide information and respond to inquiries; may advise departments on policies and procedures relating to budget and other financial questions.
13. May review various financial forms and records; may research and resolve discrepancies.
14. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Accounts Payable Supervisor

Direction Given: No authority or responsibility for directing the work of others, for project direction, or program administration.

Minimum Requirements:

Associate Degree from a regionally accredited institution in Accounting or a closely related field and 3 years work experience in financial analysis, accounting and reporting

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of office rules, procedures and operations regarding budgets, purchasing, accounts payable, etc.
- Good oral and written communications skills emphasizing financial information
- Knowledge of computer and accounting software
- Ability to maintain, review and audit financial records
- Ability to work with individuals from diverse backgrounds

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Working Conditions:

Typical Office Environment; infrequently lifting and carrying items up to 25 lbs.; infrequently twisting or bending at the waist or reaching overhead; frequently talking to faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and frequently climbing stairs

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