



## Job Description

**Job Title:** Accounting Specialist II - Budgets  
**Department:** Budgets

**Grade:** J  
**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:**

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
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. Works with Payroll staff to respond to inquiries.
9. Assists with training initiatives.
10. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Supervisor of Budgets

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

### **Minimum Requirements:**

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

### **Preferred Qualifications:**

Public sector accounting experience



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of standard business practices pertaining to the areas of Budget, Purchasing, Accounts Payable, Accounts Receivable and Payroll
- Intermediate to Advanced Excel Skill Level
- Excellent oral and written communication skills with an emphasis on the ability to communicate financial information with personnel at all levels
- Ability to maintain, review and analyze financial reports and statements
- Excellent customer service skills
- Excellent organizational skills, ability to prioritize multiple assignments, adapting to changing priorities and situations, and follow-through on the completion of assignments

### **Working Conditions:**

Typical office environment;