



Job Description

Job Title:	Accounting Specialist II – Construction & Fixed Assets	Grade:	J
Department:	VP of Finance and Administrative Services	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:

Supports financial operations of the college by performing moderately complex accounting work, including preparing, analyzing, maintaining, and reviewing financial records, and reports, reconciling, and summarizing financial transactions. Preparing quotes and purchase orders for construction projects using E-Procurement and Ellucian systems.

Characteristics Duties and Responsibilities:

1. Prepares construction accounting purchase orders, invoices, and maintains reconciliations with outside agencies or partners. Verifies college and/or component unit source documents for accuracy, completeness, authorization, and coding, as well as (as applicable) proper application of fees, and identifies accounting system problems or risks/liabilities.
2. Maintains and monitors construction accounting records; ensures financial records are accurate, processed timely, reconciled to general ledger monthly.
3. Facilitates with fixed assets accounting function; ensures that required reports are submitted accurately and timely and financial information, policies, and procedures meet audit requirements.
4. Works collaboratively with Inventory Control staff to ensure fixed assets are recorded, correctly accounted for on financial statements, and proper acquisition and disposal methods are applied. Ensures compliance with generally accepted accounting standards and practices.
5. Prepares equipment reports for submission as required by the North Carolina Community College System Office monthly, quarterly, and annually.
6. Assists with year-end processes for fixed assets items on the annual financial statements including reconciliation of the fixed assets module to the general ledger for all fund sources.
7. Performs back-up duties for the accounting staff.
8. Researches, verifies, and prepares financial data for construction reporting to external agencies such as HUBSCO, North Carolina Community College System (NCCCS), and US Census Bureau. Enters and maintains data on associated websites.
9. Prepares monthly journal entries, account reconciliations, expense and revenue reports, and various other accounting statements and reports.
10. Performs other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to the Director Construction Accounting & Fixed Assets
Direction Given:	No authority or direction for the responsibility of others



Job Description

Job Title:	Accounting Specialist II – Construction & Fixed Assets	Grade:	J
Department:	VP of Finance and Administrative Services	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.

Minimum Requirements:

Associate Degree from a regionally accredited institution in Accounting or closely related field with 12 hours of completed course work in accounting and three years of related experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of GAAP and GASB as well as college and component unit standard business practices
Knowledge of and proficiency in using an administrative information system, preferably Ellucian and Informer
Moderate to advanced computer and spreadsheet skills
Excellent oral and written communication skills with an emphasis on the ability to communicate financial information
Ability to communicate effectively and work with individuals from diverse backgrounds
Excellent customer service skills
Strong organizational skills with the ability to prioritize multiple assignments, adapting to changing priorities and situations, and follow-through on completion of assignments

Working Conditions:

Typical Office Environment