



Job Description

Job Title:	Accounting Specialist II - Facilities	Grade:	J
Department:	Budgets & Payroll	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 and audits activity in assigned accounts for accuracy.
2. Balances and reconciles assigned accounts; researches and reconciles discrepancies.
3. Works closely with A.P. department to ensure Facilities A.P. processes are accurate and timely (review of invoices, approvals, travel, p-card and fuel card activity and reconciliations).
4. Assists with Purchasing processes based on college standards and guidelines of procurement by entering and monitoring requisitions and e-quotes.
5. Provides support by responding to inquiries and advising on policies and procedures relative to Financial Services and Facilities departments.
6. Compiles, analyzes and summarizes financial data.
7. Assists with Facilities' new budget development and year end budget and procurement close-out processes.
8. Participates in quarterly Budget training and annual Budget Prep training/assistance.
9. Back-up Facilities Accounting Supervisor as needed and/or requested by attending Facilities meetings, responding to requests, etc.
10. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the administrator for the department

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



Job Description

Job Title: Accounting Specialist II - Facilities
Department: Budgets & Payroll

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.

Preferred Qualifications:

Public sector accounting experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of standard business practices pertaining to the areas of Budget, Purchasing, Accounts Payable, Accounts Receivable and Payroll
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; prolonged use of a video display terminal and keyboard; infrequent traveling to other buildings on campus or to other campuses