



Job Description

Job Title:	Accounting Specialist II	Grade:	J
Department:	Multiple Departments	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; 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. 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:

Requires an Associate's Degree in Accounting or a closely related field and 3 years work experience in financial analysis, accounting and reporting; public sector accounting experience preferred

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

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.

July 2006



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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

Signature: _____ Date: _____