Job Description

Job Title:	Accounting Specialist II	**Grade:**	J
Division:	Institutional Advancement (50%)/CPCC Services (50%)	**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:

Controls and administers the accounting functions of the CPCC Services Corporation (SC) and assists with the daily accounting functions of the CPCC foundation. This position will also assist with scholarship administration processes.

Characteristic Duties and Responsibilities:

1. Works directly with the SC Executive Director to implement accurate accounting procedures and policies.
2. Enter all SC invoices.
3. Transfers money within SC, Institutional and VSTIF accounts via journal entry and/or wire transfer.
4. Provides account numbers and information regarding deposits.
5. Assists with the preparation of annual SC budgets as well as budget revisions.
6. Manages quarterly and year-end salary reviews.
7. Runs monthly Aging reports for the SC Executive Director and Project Managers.
8. Sets up new Datatel accounts and retire old Datatel accounts.
9. Assists with running and analyzing Datatel reports.
10. Serves as a liaison between Accounts Payable and Cashiering.
11. Prepares monthly State sales tax reports and County prepared food tax reports.
12. Prepares accurate year-end reports for SC.
13. Meets with SC Executive Director and Auditors to compile accurate year-end statements and provide auditors with accurate information for Form 990.
14. Process daily cash receipts and check requests for the foundation.
15. Prepares monthly p-card expense reports.
16. Assists in administering and awarding Foundation scholarships.
17. Assists in administering Foundation program funds.
18. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Executive Director, Services Corp/Director of Scholarship and Program Funds and Accounting Support Services

Direction Given: No authority or responsibility for the supervision of others

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. August 2011

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Minimum Requirements:

Requires an Associate's Degree in Accounting or a closely related field and 2 or more years of related work experience. Datatel Colleague experience is required. Experience in non-profit or governmental accounting is 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

Working Conditions:

Typical office environment

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