



## Job Description

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<b>Job Title:</b>	Accounting Specialist	<b>Grade:</b>	H
<b>Department:</b>	Campus Administrative Services	<b>FLSA:</b>	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:**

Performs a variety of technical accounting tasks related to preparing, maintaining, and reviewing financial reports and records.

### **Characteristic Duties and Responsibilities:**

1. Processes various forms and other financial information and materials; enters financial information.
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 financial information.
4. May process ACH transfers for the college and process student refunds.
5. May perform activities within the college's collection procedures to collect on delinquent accounts and work with the college's collection agency and the North Carolina Department of Revenue.
6. May monitor activity in assigned accounts; may audit specified accounts for accuracy.
7. May produce account receivable reports and reconcile accounts as required by the college's administrative system.
7. May provide information and respond to inquiries; may advise students on account balances and the college's policies and procedures.
8. May review various financial forms and records; may research and resolve discrepancies.
9. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to Director or Supervisor in assigned work group

**Direction Given:** No authority or responsibility for directing the work of others, for project direction, or program administration

### **Minimum Requirements:**

G.E.D. or high school diploma and three years of relevant accounting work experience; or a combination of accounting work experience and education beyond high school in accounting totaling three years (full-time equivalent)

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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.

March 2007



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

Knowledge of office rules, procedures and operations regarding budgets, purchasing, accounts payable, accounts receivable, etc.

Good oral and written communications skills emphasizing financial information

Knowledge of computer and accounting software

Ability to maintain, review and audit financial records

Ability to work with individuals from diverse backgrounds

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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