



## Job Description

<b>Job Title:</b>	Accounting Specialist II (Position Control)	<b>Job Code:</b>	
<b>Department:</b>	Payroll	<b>Grade:</b>	J
<b>Date:</b>	August 2006	<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:**

Supports and assists the Position Budget Analyst in creation of new position numbers and review of fund sources, maintenance of vacancy and reporting of lapsed salary, and maintenance of the college's organizational chart.

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

1. Assists in creation of new position numbers and analysis of funding sources.
2. Assists in determination and creation of core department codes.
3. Assists in maintenance of the master list of all position numbers.
4. Provides assistance in the calculations of lapsed salary entries, creation and maintenance of vacancy reporting.
5. Maintains the Position Budget Module in Datatel Colleague.
6. Provides assistance in maintaining and implementing new developments of the payroll system.
7. Assists in preparing training materials for Position Budget and Payroll modules.
8. Researches discrepancies and problems with position coding and encumbrances.
9. Works with payroll staff on position coding corrections and salary reallocations.
10. Performs as the main contact for changes to the organizational chart and supervisor field in Datatel Colleague.
11. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Position Budget Analyst

**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 2 years of work experience in financial analysis, accounting and reporting; a combination of completed coursework in accounting and 3 years of experience in financial analysis, accounting and reporting may be substituted for the degree; public sector accounting experience preferred

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.



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

Knowledge of standard business practices pertaining to the areas of Budget, Purchasing, Accounts Payable, Accounts Receivable or 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  
Exceptional analytical and problem solving skills  
Ability to exercise good judgment and decision-making  
Ability to work effectively with all personnel  
Proficiency in using computer systems, MS Office, and experience with Datatel Colleague preferred

### **Working Conditions:**

Typical office environment; infrequent lifting and carrying of objects up to 10 lbs.; infrequent bending and twisting at the waist and reaching overhead; prolonged use of a video display terminal and keyboard; infrequent traveling to other buildings on campus or to other campuses