



Job Title: Staff Accountant - Budgets

Grade: K

Department: Budgets

FLSA: 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 budget tasks related to preparing, maintain, reviewing budget activity, create reports as well as maintaining control of budgets.

Characteristics Duties and Responsibilities:

1. Performs complex duties such as auditing accounts, reconciling budgets to approved allotments, creating and updating state crash reporting, reviewing and auditing journal entries.
2. Supports assigned staff and acts as back-up to the supervisor.
3. Interacts and consults with college administration and account managers to design and maintains effective budget controls, processes and procedures; confers with financial and college account managers in order to explain budget policy, processes and resolves budget discrepancies, and independently initiating appropriate corrections by working directly with assigned staff.
4. Maintains a working knowledge of budget guidelines and procedures and provides training and guidance to budget customers.
5. Monitors activity in assigned accounts; audits specified accounts for accuracy.
6. Balances and reconciles assigned accounts and/or funds; researches and reconciles any problems or discrepancies.
7. Gathers and summarizes data; conducts research and analyzes data.
8. Prepares various journal entries; makes recommendations regarding journal entries.
9. Reviews financial forms and records; researches and resolves discrepancies.
10. Processes various forms and other financial information and materials; enters financial information.
11. Provides information and responds to inquiries; advises departments on policies and procedures relating to their budgets and other financial information.
12. Works with Payroll staff to respond to inquiries.
13. Assists with training initiatives.
14. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Supervisor of Budgets

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



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting or related field and 1 year of general accounting work experience; a Bachelor's Degree from a regionally accredited institution in other fields and completion of 20 hours of college-level coursework in accounting may be considered.

Preferred Qualifications:

Public sector accounting experience

Knowledge, Skills, Abilities, and Worker Characteristics:

- Excellent customer service skills including the ability to establish and maintain effective relationships with other staff members and the college community
- Knowledge of and proficiency in using an administrative information system, preferably Ellucian
- Strong Analytical skills
- Ability to exercise good judgment in applying and interpreting policies, procedures and regulations
- Ability to teach / train others in a one-on-one and group settings
- Ability to learn, understand, and use various software products including but not limited to the college's financial information system (Colleague / Ellucian)
- Proficiency with Microsoft Office Suite, with intermediate to advanced Excel skills
- Strong organizational skills with the ability to prioritize multiple assignments, adapting to changing priorities and situations, and follow-through on completion of assignments

Working Conditions:

Typical Office Environment