



Job Description

Job Title: Accounting Specialist
Department: Facilities

Grade: H
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:

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 information; prepares financial reports.
4. May prepare various journal entries; may make recommendations regarding journal entries.
5. May enter budget revision requests and other financial information into computer system; may review computer printouts for accuracy.
6. May monitor activity in assigned accounts; may audit specified accounts for accuracy; may create accounts.
7. May provide information and respond to inquiries; may advise departments on policies and procedures relating to budget and other financial questions.
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 of Budgets

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)

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. Update July 2013



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Preferred Qualifications:

Associate Degree from a regionally accredited institution in Accounting or a related field

Knowledge, Skills, Abilities and Worker Characteristics:

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