

Job Description

Job Title: Accounting Specialist II - Budgets Grade: J

**Department:** Budgets 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:**

With general direction, performs a variety of moderately complex, technical accounting tasks related to preparing, maintaining and reviewing financial reports and records.

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

- 1. Monitors activity in assigned accounts; audits specified accounts for accuracy
- 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 data.
- 4. Prepares various journal entries; makes recommendations regarding journal entries.
- 5. Reviews financial forms and records; researches and resolves discrepancies.
- 6. Processes various forms and other financial information and materials; enters financial information.
- 7. Provides information and responds to inquiries; advises departments on policies and procedures relating to their budgets and other financial information.
- 8. Works with Payroll staff to respond to inquiries.
- 9. Assists with training initiatives.
- 10. Performs other duties as assigned.

# **Reporting Relationships:**

**Direction Received**: Reports to the Director of Budgets

**Direction Given**: No authority or responsibility for the supervision of others, project direction or

program management

#### **Minimum Requirements:**

Associate's Degree from a regionally accredited institution in Accounting or a closely related field and 3 years work experience in financial analysis, accounting and reporting;

## **Preferred Qualifications:**

Public sector accounting experience



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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 and Payroll
- Intermediate to Advanced Excel Skill Level
- 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;