



## Job Description

<b>Job Title:</b>	Accounting Supervisor	<b>Grade:</b>	L
<b>Department:</b>	Finance and G/L Systems	<b>FLSA:</b>	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:**

By applying a working and expanding knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB), supports financial operations of the college and/or its component units by performing moderately complex accounting work, including preparing, analyzing, maintaining and reviewing financial statements, records and reports, and assignments in classifying, posting, balancing, reconciling and summarizing financial transactions. Work involves setting up and maintaining controls and records of financial transactions.

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

1. Prepares monthly general and standard journal entries, income and balance sheet statements, account reconciliations, cost reports and various other accounting statements and reports; provides interpretation of results as appropriate.
2. Interacts with and consults with college administration and component unit account managers to design and maintain effective accounting controls, processes and procedures. Confers with financial and college account managers in order to explain accounting policy and processes and resolves accounting discrepancies.
3. Verifies college and/or component unit source documents for accuracy, completeness, authorization and coding, as well as (as applicable) proper application of fees, refunds, collections, and discounts in order to verify general ledger balances, and identifies accounting system problems or risks/liabilities.
4. Resolves non-standard accounting transactions, and independently initiates appropriate corrections into accounting records.
5. Maintains college or component unit accounting procedural documents including updates and historical files.
6. Researches items relating to accounting treatment, tax issues and IRS regulations as needed.
7. Ensures assigned duties are performed in accordance with GAAP and GASB standards, state and college or component unit accounting procedures, and appropriate internal controls.
8. Supervises the staff accountant in Chart of Account matters, which include pooling, creation of units and accounts. The supervision will include ensuring the College's chart of accounts is consistent with the framework of the North Carolina Community College System.
9. Supervises the fixed asset specialist in matters relating to fixed asset inventory tracking (adding fixed assets, deleting fixed assets and recording the transfer of fixed assets).
10. Coordinates the annual fixed asset inventory process.
11. Assists in the year- end financial statement process and other interim financial information requests (both internal and external).

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. June 2012



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12. Responsible for recommending process improvements if/when necessary.
13. Develops and directs Professional Development Plans for all assigned personnel including the year- end PDP process
14. Approvals of journal entries (including Service Corp entries that effect CPCC's financial statements).
15. Performs other duties as assigned including projects, duties and committee work

### **Reporting Relationships:**

**Direction Received:** Reports to Director of Financial Reporting  
**Direction Given:** Direct line supervision of assigned staff

### **Minimum Requirements:**

Bachelor's Degree from regionally accredited institution in Accounting, Finance or a related field, 5 years of general ledger accounting experience, basic knowledge of financial statement preparation, an understanding of accrual based accounting, proficiency in Microsoft Office Products, excellent communication and problem solving skills, ability to maintain good relationships with college personnel in other departments

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

Knowledge of GAAP and GASB as well as college and component unit standard business practices  
Knowledge of and proficiency in using and administrative information system, preferably Datatel Colleague  
Moderate to advanced computer and spreadsheet skills  
Excellent oral and written communication skills with an emphasis on the ability to communicate financial information  
Ability to communicate effectively and work with individuals from diverse backgrounds  
Excellent customer service 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