



Job Description

Job Title:	Accounting Specialist II	Job Code:	
Department:	Campus Administrative Services – Cashiers Office	Grade:	J
Date:	Revised June 2006	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 reports and records Administrative Services and will support the Cashiers Office.

Characteristic Duties and Responsibilities:

1. Balances and reconciles assigned accounts and/or funds; researches and reconciles any problems or discrepancies. Reviews various financial forms and records; researches and resolves discrepancies.
2. Gathers and summarizes data; conducts research and analyzes information; prepares financial reports
3. Monitors activity in assigned accounts; audits specified accounts for accuracy; may create accounts
4. Prepares various journal entries; makes recommendations regarding journal entries.
5. Processes various forms and other financial information and materials; enters financial information.
6. Provides information and responds to inquiries; advises departments on policies and procedures relating to their budgets and other financial information.
7. Perform other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Supervisor or Director, Campus Administrative Services

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 allied field paired with a minimum of 3 years work experience in financial analysis, accounting and reporting. Governmental accounting experience a plus. Cashiering experience preferred, preferably Datatel ARCR experience.



Job Description

Job Title:	Accounting Specialist II	Job Code:	
Department:	Campus Administrative Services	Grade:	J
Date:	Revised May, 2006	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.

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of standard business practices pertaining to the areas of Budget, Purchasing, Accounts Payable, Accounts Receivable and Payroll.
- Excellent oral and written communication skills with an emphasis on the ability to communicate financial information. The ability to communicate well with personnel at all levels.
- Ability to maintain, review and analyze financial reports and statements.
- Excellent customer service skills.
- Excellent organizational skills – the ability to prioritize multiple assignments, adapting to changing priorities and situations, attention to details, and follow-through on the completion of assignments.

Working Conditions:

Typical office environment/prolonged use of a video display terminal