Job Description

Job Title:	Director Accounting and Reporting	**Grade:**	N
Department:	Accounting and Reporting	**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:

Performs a variety of systems accounting duties including preparing financial reports, accounting records, and statistical records, serving as liaison to the Information Technology Services department, providing technical assistance to various levels of Finance & Administrative Services Unit staff. Conducts training periodically to personnel on the college's administrative information system.

Characteristic Duties and Responsibilities:

1. Compiles, analyzes and summarizes financial information; prepares periodic financial reports for the college and governmental agencies.
2. Develops and maintains financial system training materials; trains staff in the use of the administrative information system, spreadsheets, and other financial software in one-on-one and group environments.
3. Researches existing system structures and recommends modifications to improve the reporting process; assists in implementing new procedures.
4. Researches and resolves problems in the administrative information system; develops queries to assist in solving system procedural problems.
5. Advises divisions and departments on accounting policies and procedures; answers inquiries on complex technical issues.
6. Writes and updates procedures for the General Ledger system; prepares specifications on system modifications and enhancements.
7. Assists with the compilation of the annual financial statements and CAFR reporting package and monthly/annual GL closings, and other yearly processes.
8. Serves as liaison between users of the administrative information system and Information Technology Services' technical staff.
9. Assists with the preparation of CPCC Services Corp. ad hoc reporting, presentation, and financial statements and tax filings.
10. Provides direction to G/L staff involved with preparing monthly NCCCS reporting and also G/L account maintenance.
11. Supervises and provides direction to assigned staff.
12. Reviews and manages the Positive Pay and E-Pay process formerly Accounts Payable.
13. Prepares and/or reviews state 112 report, county reports, cash reporting and all internal and external financial reports. Verifies compliance with state and local governmental agencies.
14. Reviews and manages general ledger account request, account additions and changes to the chart of accounts in accordance with NCCCS standards.
15. Manages and coordinates the bank reconciliations process.

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. Updated February 2015

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16. Security agent for Datatel CF Module.
17. Coordinates the annual fixed asset inventory process and reports the results to management.
18. Develops and enforces NCCCS and CPCC policies and procedures for fixed asset inventory tracking.
19. Helps educate departments on proper fixed asset inventory procedures through periodic meetings with their groups.
20. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Controller

Direction Given: Direct supervision and evaluation of work as a first-line supervisor over assigned staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting/Business Administration or related and 6 years of experience

Preferred Qualifications:

Experience in financial statement preparation and employee management
Experience working with large integrated accounting systems in a governmental organization

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of general accounting and auditing principles and practices
Proficiency with Microsoft Office Suite, particularly Excel
Accounting systems proficiency, from both an accounting and information systems perspective
Ability to communicate effectively
Analytical and organizational skills
Ability to exercise good judgment in applying and interpreting policies, procedures and regulations
Ability to teach/train others one-on-one or in groups
Ability to establish and maintain effective working relationships with other staff members and the college community

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Ability to continuously monitor and analyze the administrative information system and suggest improvements
Ability to make complex journal entries and produce financial statements from a trial balance
Understanding and appreciation of internal control measures and processes
Supervisory and leadership skills

Working Conditions:

Typical office environment

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