



Job Title: Staff Accountant
Department: Accounts Payable

Grade: K
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:

With general direction, performs a variety of complex, technical accounts payable tasks related specifically to P-card, AmEx and Fuel Card transactions including expense accounts and budget activity.

Characteristics Duties and Responsibilities:

1. Processes P-card/Fuel Card/American Express expense auditing and departmental charge-backs and month reconciliations. Includes, but not limited to, P-card master bill generation, general knowledge of proper expense account usage per NCCCS, P-card purchasing rules and guidelines, reconciliation of charges to SharePoint and General Ledger.
2. Prepares various journal entries; may make recommendations regarding journal entries.
3. Creates, initiates and approves various wire bank transfers to vendors.
4. Reconciliation of E-Check transactions including creating bank transfer requests.
5. Creates the monthly master SharePoint databases for P-card/Fuel Card/ American Express charges for reconciliation purposes.
6. Uses Ellucian communication Management for monthly emails to P-card holders and delegates. Creates and maintains email communications and address lists.
7. Assists with various functions including check request audit and entry for back-up to the Account Payable Supervisor.
8. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Accounts Payable Supervisor
Direction Given: Provides functional guidance over non-exempt staff which may include assigning tasks and monitoring work activities

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting or Business Administration with a concentration in accounting and 1 year of mid-level accounting work experience; a Bachelor's Degree from a regionally accredited institution in other fields and completion of 20 hours of college-level coursework in accounting may be considered; an Associate Degree from a regionally accredited institution in Accounting and 5 years of mid-level accounting work experience may be substituted for the Bachelor's Degree.



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Knowledge, Skills, Abilities, and Worker Characteristics:

- Knowledge of GAAP and GASB as well as college and component unit standard business practices
- Ability to work independently to complete daily/weekly/monthly tasks
- Ability to interpret purchases to determine if those purchases are allowable/appropriate
- General knowledge of tax law to appropriately apply sales/use tax to taxable expenses
- Knowledge of P-card rules and guidelines and ability to enforce them
- Knowledge of and proficiency in using an administrative information system, preferably Ellucian
- Moderate to advanced computer and spreadsheet skills.
- Excellent oral and written communication skills with an emphasis on the ability to communicate financial information.

Working Conditions:

Typical Office Environment; infrequently lifting and carrying items up to 25 lbs.; infrequently twisting or bending at the waist or reaching overhead; frequently talking to faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and frequently climbing stairs