



Job Title: Staff Accountant - Budgets

Grade: K

Department: Budgets

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 moderately complex, technical budget tasks related to preparing, maintaining, reviewing budget activity as well as maintaining control of budgets.

Characteristics Duties and Responsibilities:

1. Monitors activity in all budget accounts and audits accounts for accuracy. Prepares/audits budget revisions and journal entries. Reconciles accounts and provides interpretation of results as appropriate.
2. Interacts with and consults college administration and account managers to design and maintain effective budget controls, processes and procedures. Confers with financial and college account managers in order to explain budget policy and processes and resolves budget discrepancies.
3. Verifies college source documents for accuracy completeness as well as verifies budget balances, and identifies budget problems.
4. Resolves non-standard budget transactions, and independently initiates appropriate corrections into budget records.
5. Maintains college budget procedural documents including updates and historical files.
6. Researches items relating to budgets and as needed.
7. Ensures assigned duties are performed in accordance with established college standards including but not limited to appropriate internal controls.
8. Provides training to customers on budget procedures and appropriate controls.
9. 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

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting or related field and 1 year of general 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.



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Knowledge, Skills, Abilities, and Worker Characteristics:

- Excellent customer service skills including the ability to establish and maintain effective relationships with other staff members and the college community
- Knowledge of and proficiency in using an administrative information system, preferably Ellucian
- Strong Analytical skills
- Ability to exercise good judgment in applying and interpreting policies, procedures and regulations
- Ability to teach / train others in a one-on-one and group settings
- Ability to learn, understand, and use various software products including but not limited to the college's financial information system (Colleague / Ellucian)
- Proficiency with Microsoft Office Suite, with intermediate to advanced Excel 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; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse