



Job Description

Job Title:	Staff Accountant - Fixed Assets & Construction Accounting	Grade:	K
Department:	Finance and Administrative Services	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:

Supports financial operations of the college by performing moderately complex accounting work, including preparing, analyzing, maintaining, and reviewing financial records and reports, and classifying, posting, balancing, reconciling, and summarizing financial transactions.

Characteristic Duties and Responsibilities:

1. Coordinates activities of the fixed assets accounting function; ensures that required reports are submitted accurately and timely and financial information, policies and procedures meet audit requirements.
2. Works collaboratively with Inventory Control staff to ensure fixed assets are recorded, correctly accounted for on financial statements, and proper acquisition and disposal methods are applied. Ensures compliance with generally accepted accounting standards and practices.
3. Completes all year-end processes for fixed assets items on the annual financial statements including reconciliation of the fixed assets module to the general ledger for all fund sources. Completes and submits all inventory control reports as required by the North Carolina Community College System Office monthly, quarterly, and annually.
4. Prepares monthly journal entries, account reconciliations, expense and revenue reports, and various other accounting statements and reports; provides interpretation of results as appropriate.
5. Maintains construction accounting records; ensures financial records are accurate, processed timely, reconciled to general ledger monthly, and in compliance with generally accepted accounting standards and other regulating agencies requirements.
6. Prepares construction accounting purchase orders, invoices, and maintains reconciliations with outside agencies or partners. Verifies college and/or component unit source documents for accuracy, completeness, authorization, and coding, as well as (as applicable) proper application of fees, and identifies accounting system problems or risks/liabilities.
7. Researches, verifies, and prepares financial data for construction reporting to external agencies such as HUBSCO, North Carolina Community College System (NCCCS), and US Census Bureau. Enters and maintains data on associated websites.
8. Ensures assigned duties are performed in accordance with GAAP and GASB standards, state and college accounting procedures, and appropriate internal controls.
9. Performs other duties as assigned.

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. May 2013



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Reporting Relationships:

Direction Received: Reports to the Director of Fixed Assets and Construction Accounting.

Direction Given: No authority or responsibility for the supervision of other employees, for project direction and/or program administration.

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 Accounting and 5 years of mid-level accounting work experience may be substituted for the Bachelor's Degree

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 an administrative information system, preferably Ellucian 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; 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 other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse.