



## Job Description

<b>Job Title:</b>	Staff Accountant	<b>Grade:</b>	K
<b>Department:</b>	Payroll	<b>FLSA:</b>	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:**

By applying a working and expanding knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB), supports financial operations of the college and/or its component units by performing moderately complex accounting work which may include preparing, analyzing, maintaining and reviewing financial statements, records and reports, and assignments in classifying, posting, balancing, reconciling and summarizing financial transactions.

### **Characteristics Duties and Responsibilities:**

1. May prepare monthly general and standard journal entries, account reconciliations, cost reports and various other accounting statements and reports; may provide interpretation of results.
2. May interact with and may consult with college administration and component unit account managers to design and maintain effective accounting controls, processes and procedures. May confer with financial and college account managers in order to explain accounting policy and processes and resolve accounting discrepancies.
3. May verify college and/or component unit source documents for accuracy, completeness, authorization and coding, as well as (as applicable) proper application of fees, refunds, collections, and discounts in order to verify general ledger balances, and identifies accounting system problems or risks/liabilities.
4. May resolve non-standard accounting transactions, and may independently initiate appropriate corrections into accounting records.
5. May maintain college or component unit accounting procedural documents including updates and historical files.
6. May monitor and analyze bank account balances to determine appropriate actions and avoid unnecessary fees or penalties.
7. May research items relating to accounting treatment, tax issues and IRS regulations as needed.
8. Ensures assigned duties are performed in accordance with GAAP and GASB standards, state and college or component unit accounting procedures, and appropriate internal controls.
9. May process payroll related transactions and reporting.
10. Performs other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Director of Payroll
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; Associate Degree from a regionally accredited institution in Accounting and 5 years of mid-level accounting work experience may be substituted for the Bachelor 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 and administrative information system, preferably Ellucian's Datatel 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

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. October 2013