



Job Title: Staff Accountant

Grade: K

Department: Payroll

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 moderately complex accounting work which includes preparing, analyzing, maintaining and reviewing payroll general ledger transactions.

Characteristics Duties and Responsibilities:

1. Prepares monthly standard general journal entries, account reconciliations, cost reports and various other accounting statements and reports; provides interpretation of results.
2. Interacts and consults with college administration and component unit account managers to design and maintain effective accounting controls, processes and procedures and provides training as needed.
3. Verifies college and Payroll source documents for accuracy, completeness, authorization and coding, as well as proper application of fees, refunds, collections, and discounts in order to verify general ledger balances.
4. Researches and resolves non-standard accounting and payroll transactions, and independently initiates appropriate corrections into accounting records.
5. Works with internal partners, payroll staff and system office on implementation of upgrades to Colleague/Elucian and new software as well as identifying system problems or risks/liabilities.
6. Monitors and analyzes 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 established college standards including but not limited to appropriate internal controls.
9. Performs other duties as assigned.

Reporting Relationships:

Direction Received:

Reports to the Supervisor of Payroll

Direction Given:

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



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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.

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