



Job Description

Job Title:	Staff Accountant – (Processing)	Grade:	K
Department:	Accounting and Reporting	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:

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, including preparing, analyzing, maintaining and reviewing financial statements, records and reports, and assignments in classifying, posting, balancing, reconciling and summarizing financial transactions. Work involves setting up and maintaining controls and records of financial transactions.

Characteristic Duties and Responsibilities:

1. Prepares monthly general and standard journal entries, income and balance sheet statements, account reconciliations, cost reports and various other accounting statements and reports; provides interpretation of results as appropriate.
2. Interacts with and consults with college administration and component unit account managers to design and maintain effective accounting controls, processes and procedures. Confers with financial and college account managers in order to explain accounting policy and processes and resolves accounting discrepancies.
3. Verifies 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. Resolves non-standard accounting transactions, and independently initiates appropriate corrections into accounting records.
5. Maintains college or component unit accounting procedural documents including updates and historical files.
6. Researches items relating to accounting treatment, tax issues and IRS regulations as needed.
7. Ensures assigned duties are performed in accordance with GAAP and GASB standards, state and college or component unit accounting procedures, and appropriate internal controls.
8. Positive pay processing for State, Institutional and the Federal Bank.
9. Completes the weekly pooling query and resolve issues.
10. Monitors and corrects activity posted to umbrella accounts.
11. Runs manual PGLTs for payroll.
12. Ellucian patch testing and participates in software updates.
13. Back-up for duties of other staff accountants.
14. 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. June 2013



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Reporting Relationships:

Direction Received: Reports to the assigned administrator in Accounting and Reporting

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 and administrative information system, preferably 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; 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