



Job Description

Job Title:	Systems Accountant	Grade:	K
Department:	Budgets and 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:

Performs a variety of complex tasks specifically related to Position Budget Maintenance. Utilizes the financial information system to perform position budget preparation, create and maintain positions, Budget module and general system maintenance.

Characteristic Duties and Responsibilities:

1. Creates position numbers for both full-time and part-time positions including but not limited to the following:
 - a. Works with Deans / Budget Officers requesting new positions
 - b. Determines funding source(s) and proration
 - c. Obtains information from Human Resources on pay class, job title, and pay status
 - d. Determines and creates core department codes
 - e. Maintains master listing of all positions and updates to the web
2. Creates and maintains vacancy and lapsed salary reporting including but not limited to the following:
 - a. Consults with Vice Presidents / Deans / Budget Officers to determine vacant positions
 - b. Manually calculates lapsed salary entries for vacant positions
 - c. Maintains Salary Caps per State mandates
 - d. Provides monthly reporting on lapsed salaries to Cabinet and Senior Management
3. Responsible for maintenance of Position Budget Module within Colleague:
 - a. Updates FTE (Full Time Equivalency) information by position
 - b. Verifies salary grades for all positions
 - c. Verifies and updates benefit calculations
 - d. Works with Vice Presidents / Budget Officers to update funding source percentages
 - e. Works closely with Budget Director to provide assistance for Budget Tree Maintenance, Testing and implementation of Colleague patches / upgrades within Budget Module
4. Maintains CPCC Organizational Chart and reviews /provides recommendations for upgrades to software.
5. Acts as Systems Liaison for both Budgets and Payroll and ITS and is lead on review, testing and implementation of financial system software upgrades.

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. February 2014



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6. Provides quality customer service and information to internal customers:
 - a. Researches position funding and encumbrance issues
 - b. Recommends and implements procedural changes for position budgeting
 - c. Gathers, analyzes and distributes data for all information requests
 - d. Liaison with Budget and Payroll staff on coding corrections and salary reallocations

7. Provides training to internal / external customers on use of forms, position guidelines, funding sources, and use of master listing of positions.

8. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Payroll

Direction Given: No authority or responsibility for the supervision of other employees

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting or a related field and a least two years of general accounting work experience



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Knowledge, Skills, Abilities and Worker Characteristics:

- Excellent customer service skills
- Accounting system proficiency, from both an accounting and information systems perspective
- 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 establish and maintain effective working relationships with other staff members and the college community
- Ability to learn, understand, and use the college's financial information system (Colleague / Ellucian)
- Proficiency with Microsoft Office Suite, with intermediate to advanced Excel skills
- Excellent communication and organizational skills

Working Conditions:

Typical Office Environment