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:

Coordinates activities between Budgeting, Human Resources and Payroll. Works directly with Deans and Managers to create new payroll positions and ensure correct funding source(s). Researches and resolves problems in the system and/or with procedures. Provides customer service to College personnel with questions concerning positions budgeted, in use and available for use. Responsible for computing lapsed salaries and reporting them to the Cabinet.

Characteristic Duties and Responsibilities:

1. Creates position numbers for both full-time and part-time positions:
    a. Works with Deans/Managers requesting new positions
    b. Determines funding source(s) and proration
    c. Obtains information form HR 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:
    a. Consults with VPs/Deans/Managers to determine vacant positions
    b. Manually calculates lapsed salary entries for vacant positions
    c. Generates regular lapsed salary reports for submission to the Cabinet

3. Maintenance of Position Budgeting Module:
    a. Updates FTE information by position
    b. Verifies salary grades for all positions
    c. Verifies and updates benefit calculations
    d. Works with VPs/Deans/Managers to update funding source percentages

4. Provides quality customer service and information to internal customers:
    a. Researches position problems and encumbrances
    b. Determines and implements procedural changes for position budgeting
    c. Gathers, analyzes and distributes data
    d. Works with payroll staff on coding corrections and salary reallocations

5. Provides training to CPCC staff and personnel on use of forms, positions guidelines, funding sources, and use of the master listing of positions.

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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Reporting Relationships:

Direction Received: Reports to the Director Budget & Construction Accounting

Direction Given: No authority or responsibility for the supervision of others, project direction, or program management.

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting or a related field and a minimum of one year general accounting work experience.

Knowledge, Skills, Abilities and Worker Characteristics:

- Effective communication skills, both oral and written
- Ability to function as a team leader
- Excellent customer service skills
- Ability to exercise good judgment and make decisions under pressure with limited intervention from upper management
- The ability to 'think outside the box'
- Ability to work effectively with all levels of personnel
- Knowledge of College policies as well as applicable state and federal laws
- Excellent computer skills, specifically in the area of spreadsheets and word processing

Working Conditions:

Typical Office Environment

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