



Job Description

Job Title:	Systems Accountant	Grade:	K
Department:	Campus Administrative Services	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:

Oversees the technical level accounting work including the preparation of financial reports, accounting records, and statistical records.

Characteristic Duties and Responsibilities:

1. Compiles, analyzes, and summarizes financial information; prepares periodic financial reports for College and government agencies.
2. Advises divisions and departments on accounting policies and procedures; answers inquiries on complex technical issues; provides information.
3. Assists in maintaining and managing accounts receivable and cash receipts by providing computer support for cashiering staff; researches and solves any problems on system
4. Develops and writes query reports on computer systems for the cashiering, Accounts Receivable and other accounting functions.
5. Assists and/or trains staff in the use of computer system, spreadsheets, and other financial software.
6. Prepares Account Receivable reconciliation; researches and resolves problems; prepares and researches accounts receivable issues for the Cashiering department.
7. Writes and updates procedures for the Accounts Receivable and Cash Receipt systems; prepares specifications on system modifications and enhancements.
8. Coordinates efforts between Accounting and Reporting, Cashiering and Information Technology Services Departments; serves as liaison between users of system and Information Technology Services staff.
9. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to assigned administrator

Direction Given: No authority or responsibility for supervision of others, project direction, or program administration



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting or Business with concentration in Accounting and one year of accounting experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of general accounting and auditing principles and practices

Knowledge of and proficiency in using an administrative information system, preferably Datatel Colleague

Computer and spreadsheet skills

Ability to communicate effectively and work with individuals from diverse backgrounds

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 students, 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