Job Title: Systems Accountant Senior – Fixed Assets and Inventory Control

Department: Finance and Administrative Services

Grade: L

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

Characteristic Duties and Responsibilities:
1. Coordinates activities of the fixed assets accounting function; ensures that required reports are submitted accurately and timely and financial information, policies and procedures meet audit requirements.
2. Coordinates activities for construction accounting; ensures financial records for construction projects are accurate, processed timely, and in compliance with generally accepted accounting standards.
3. Works collaboratively with Inventory Control staff to ensure fixed assets are recorded, correctly accounted for on financial statements, and proper disposal methods are applied. Ensures compliance with generally accepted accounting standards and practices.
4. Leads year-end process for fixed assets accounting and serves as liaison with General Ledger (GL) staff on preparation of financial statements and other required reporting.
5. Completes all year-end processes for fixed assets items on the annual financial statements including reconciliation of the Fixed Assets module to the general ledger for all fund sources. Completes and submits all inventory control reports as required by the North Carolina Community College System Office.
6. Develops, implements and monitors budgets for all operations within Facilities Services.
7. Develops and provides requested reports to the Associate Vice President for Facilities Services for construction projects.
8. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Assistant to the Vice President for Finance and Administrative Services

Direction Given: May provide direct supervision and evaluation of work as a first level supervisor over assigned supporting staff

Minimum Requirements:
Bachelor’s degree in Accounting from an accredited college or university and two years of experience in accounting specifically working with financial information systems

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.

April 2008
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Knowledge, Skills, Abilities and Worker Characteristics:
Knowledge of accounting principles and procedures
Knowledge of computer and spreadsheet applications
Ability to perform financial analysis
Analytical skills to assess problems and develop resolutions
Excellent communication skills
Supervisory and leadership skills
Ability to work with individuals from diverse backgrounds

Working Conditions:
Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences.