



POSITION DESCRIPTION

POSITION TITLE

Accountant

APPOINTMENT

Selected by Search Committee and the Vice Chancellor for Finance; approved by the Chancellor

LINE AND STAFF RELATIONSHIPS

Directly responsible to the Assistant Controller

TERM OF EMPLOYMENT

12 Months

FLSA STATUS

Exempt

GENERAL POSITION SUMMARY

The Accountant position, which will report directly to the Assistant Controller, will perform accounting and budget work for both the College and the Foundation. The position's responsibilities will include review of travel documents for proper documentation and compliance with all policies and regulations; preparation of bank and general ledger account reconciliations; preparation of adjusting journal entries; preparation, review, and analysis of accounting detail and schedules needed for the College's Annual Financial Report; preparation and delivery of campus departmental training on compliance matters and the Banner Finance system; assistance with the development and implementation of the College's annual budget; analysis of revenue and expenditure variances; uploading and posting of budget adjustments; assistance to departments in the management of their budgets; management of College's position budgets; and various other accounting and budget duties as assigned by the Assistant Controller, Controller, and the Vice Chancellor of Finance.

DUTIES & RESPONSIBILITIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Support the accounting and control function by performing account analysis and reviews, account reconciliations, journal entries, and internal and external reporting.
- Record journal entries in a timely and accurate manner in order to meet monthly and quarterly deadlines and review of out of balance funds and accounts before the accounting period is closed.
- Perform thorough audit of all travel requests and reimbursement claims for compliance with all policies and regulations prior to submission to Accounts Payable for payment. The Accountant must maintain a current, in-

depth knowledge of all regulations applicable to travel and must collaborate with the Facilities Department to ensure that the College is in compliance with all state vehicle usage regulations.

- Perform fixed asset reconciliations on a monthly basis and prepares fixed asset schedules used in preparation of the Annual Financial Report.
- Perform accounting functions for the Sowela Technical Community College Foundation, including bank reconciliations, posting of journal entries, preparation of donor statements, and preparation of financial reports as requested by the Foundation Board. Serve as primary contact for the external auditor during the annual audit of the Foundation's books.
- Monitor, review, and reconcile purchases posted to the finance and fixed asset systems to ensure compliance with property control and fixed asset capitalization and depreciation policies. Prepare fixed asset and depreciation schedules for the Annual Financial Report.
- Prepare assigned bank reconciliations and reports that are timely and accurate.
- Assists with the development of the College's annual operating budget and assists with preparation of the College's annual budget report.
- Performs regular reconciliations of the permanent personnel base to ensure that the College maintains a strong system of position control.
- Prepare IRS Forms 1099 on an annual basis in accordance with IRS regulations.
- Assist the Assistant Controller with providing information to the external auditors to facilitate timely completion of the audit. Prepare schedules, reports, and reconciliations requested by the audit team in a timely and accurate manner. Address audit questions and provide comments in a timely and professional manner.
- Develop training materials and conduct training sessions for campus departmental personnel. Topics to include travel regulatory compliance; Banner Finance system features and use; and other subjects as assigned.
- Prepare report of unclaimed property for submission to the State Treasurer's Office in accordance with the Unclaimed Property Law.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- Bachelor's Degree in accounting, finance or equivalent is required.

PREFERRED QUALIFICATIONS

- Certified Public Accountant and/or a Master's Degree
- Experience
 - Progressively responsible experience in an accounting or auditing position
- Knowledge of:
 - Generally accepted accounting principles (GAAP), practices and standards.
 - Governmental and non-profit accounting methods and procedures and financial practices.

- Budget, procurement, and auditing practices and procedures.
- Ellucian Banner ERP software.

- Ability to:
 - Work collaboratively across departmental functions.
 - Excellent communication and leadership skills are mandatory.
 - Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
 - Facilitate discussions and meetings with functional units to deliver and extract relevant and accurate information regarding projects and assignments.
 - Write reports, business correspondence and procedure manuals.
 - Proofread institutional reports, ensuring they are grammatically correct and meaningful to potential users.
 - Effectively present information and respond to questions from colleagues at all levels of the organization and at the College’s oversight agencies.
 - Use spreadsheet and word processing software at an advanced level and possess the ability and willingness to learn new software programs as required. Preferred additional software knowledge – Access, Banner, and PowerPoint.
 - Apply traditional accounting principles and concepts to prepare accurate and timely financial statements.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Must have physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. Must be capable of standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, pushing, and pulling within the scope of assigned duties. May be occasionally required to drive a motor vehicle locally and out of town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the college and employee and is subject to change by the college as the needs of the college and requirements of the job change.

Employee’s Signature

Supervisor’s Signature

Date

Date