

## **SENIOR ACCOUNTANT**

### **GENERAL STATEMENT:**

Perform financial administration and compliance duties related to grants, contracts and financial aid programs. Perform skilled accounting and related assignments involving the recording, analysis and reporting for various other financial areas of the college.

### **REPORTS TO:**

Director of Accounting Services and Controller

### **OCCUPATIONAL GROUP:**

Paraprofessional

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree in accounting or closely related field.

#### **LICENSE OR CERTIFICATION:**

CPA preferred

#### **EXPERIENCE:**

Minimum of four years of related accounting experience.

#### **OTHER:**

Thorough knowledge of generally accepted accounting principles. Very proficient in use of Excel spreadsheet and word processing software. Ability to work with other personnel efficiently and communicate effectively. Ability to prepare and read complex financial reports and statements. Knowledge of grant cost accounting principles including allowable costs.

### **DUTIES AND RESPONSIBILITIES:**

#### **Perform financial administration and compliance duties for grants and contracts:**

- Monitor grant expenditures.
- Prepare monthly, quarterly and end of year reports and billings.
- Work closely with grant administrators to provide considerable assistance regarding implementation and status of grant budgets.
- Understand and interpret State and Federal grant guidelines.
- Provide extensive regulatory guidance and research for all grants to ensure award compliance.
- Prepare all required award financial reports in a timely manner. Ensure all outstanding obligations are resolved prior to award close-out.
- Provide training to departments on grant financial administration.

#### **Other duties:**

- Prepare financial aid reimbursement requests and submit reports for federal, state and other regulatory agencies, including drawdowns from the Department of Education.
- Prepare journal entries as needed and for month end and year-end closing.
- Assist in preparation of college records for independent audit.
- Other duties as assigned by the Director of Accounting Services and Controller.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

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*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 11/8/04*

*Revised: 03/09/10*

JD440