

SENIOR ACCOUNTANT

GENERAL STATEMENT:

Perform skilled accounting and related assignments involving the recording, analysis and reporting of financial data.

REPORTS TO:

Dean of Fiscal Services/Chief Fiscal Officer

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in accounting or closely related field.

LICENSE OR CERTIFICATION:

CPA preferred

EXPERIENCE:

Two years of responsible accounting experience.

OTHER:

Working knowledge of accounting principles; working knowledge of Excel spreadsheet and word processing software; interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Assist in college accounting operations and procedures (general ledger accounting, accounts payable, accounts receivable, payroll, federal and state financial accounting).
- Prepare and submit reports for federal, state and other regulatory agencies.
- Monitor grants, prepare quarterly and end of year reports. Work closely with grant directors to provide considerable assistance regarding implementation and status of grant budgets. Understand and interpret State and Federal grant guidelines.
- Prepare reimbursement requests for federal, state and other regulatory agencies.
- Prepare quarterly and annual payroll reports.
- Assist in the submission of payroll related items to appropriate agency, i.e., TRS, ORP, IRS.
- 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 Dean of Fiscal Services/Chief Fiscal Officer.

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.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 11/8/04

Revised: 07/03/07

JD358