



JOB DESCRIPTION

JOB TITLE: Director of General Ledger Accounting	FLSA: Exempt
Department: Business Services	Date: 07/25/2022
Security Sensitive: Yes	Grade: D-61
Reports To: Comptroller/CFO	

Job Summary

Under the direction of the Comptroller/CFO, the Director of General Ledger Accounting performs and supervises general ledger accounting staff\activities that are complex and broad in nature, specializing in general ledger and financial reporting functions. Primarily responsible for, but not limited to, providing internal accounting support by evaluating, recommending, and implementing good practices and procedures and monitoring their compliance. Performs related duties as required.

Essential Job Functions

- Supervises the work of the accountants- determines priorities and schedules; reviews vouchers, reconciliations, and computations; recommends and provides training to assigned personnel;
- Prepares\coordinates journal entries; performs bank reconciliations, cash, and inter-fund transfers and reconciles general ledger accounts;
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures;
- Reviews and approves journal entries, college balance sheets and other accounting reports; researches and corrects out-of-balance funds and inter-fund adjustments;
- Protects assets by establishing, monitoring, and enforcing internal controls;
- Responsible for the entries associated with the recording of bond purchase(s), amortization, capitalization, and depreciation;
- Monitors financial condition by conducting reviews and providing information to external auditors;
- Achieves budget objectives by scheduling expenditures, analyzing variances, and initiating corrective actions;
- Provides status of financial condition by collecting, interpreting, and reporting financial data;
- Prepares special reports by collecting, analyzing, and summarizing information and trends;

- Complies with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions;
- Prepares all monthly, quarterly, year-end, and special purpose financial statements for the College;
- Responsible for set-up/transfer of budget accounts, general ledger and chart of accounts maintenance, and on-line live computerized transactions;
- Maintains records of revenues and expenses and insures that budgets are updated to reflect activities;
- Prepares and reviews journal entries; prepares reconciliation of accounts;
- Assists and back up the preparation and analysis of monthly reports for the Galveston College board agenda;
- Establishes regular procedures and performs scheduled analysis of general ledger balance sheets such as cash and clearing accounts, liability accounts, and inventory accounts;
- Prepares, reviews and reconciles monthly trial balances for each accounting fund;
- Reviews and reconciles each accounting fund to ensure debits and credits are in balance in all funds and inter-fund accounts balance;
- Ensures subsidiary ledger balances (such as payroll, accounts receivable, and accounts payable) tie to the control account balances in the general ledger;
- Prepares internal and external reports and surveys;
- Establishes regular procedures and performs scheduled analysis of general ledger balance sheets such as cash and clearing accounts, liability accounts, and inventory accounts;
- Serves on committees as appointed by the President;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to act should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree in Accounting required; CPA or Master's degree are considered a plus;
- Accounting experience is expected, preferably in higher education;
- Broad knowledge of general accounting principles, practices and procedures;
- Excellent interpersonal and communication skills, both verbal and written;
- Attention to detail and ability to cope with several tasks simultaneously, and be deadline oriented;
- Initiative and analytical skills are mandatory;
- Demonstrated skills in the utilization of automated financial systems including report generating and in the use of PCs and related software.

Work Environment

- Works primarily in a climate-controlled office environment with little exposure to safety hazards.
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work may require sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to work some evenings and weekends during registration or as required.
- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. The duties of this position require a physical presence at the assigned on-site work location during unrestricted operations with very limited or no opportunity for remote work arrangements.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date