



JOB DESCRIPTION

JOB TITLE: Accountant II	FLSA: Exempt
Department: Business Services - Accounting	Date Revised: 3/6/2017
Security Sensitive: Yes	Grade: C-43
Reports To: Comptroller/CFO	

Job Summary

Under the direction of the Comptroller/CFO and the Assistant Director of Business Services, performs general accounting 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 focused on grants and student financial aid by evaluating, recommending, and implementing good practices and procedures and monitoring their compliance. Performs related duties as required.

Essential Job Functions

- Works closely with Financial Aid Department to reconcile ledgers and student accounts for Pell, SEOG, TPEG, and other student financial assistance;
- Works with Grant Managers to report and approves monthly grant expenditures prior to requesting funds from different agencies;
- Creates budgets based on each grant's requirements, and monitors compliance from a budget and expenditure prospective;
- 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 grant activities;
- Prepares and reviews journal entries; prepares reconciliation of grant and scholarship funds to the funding agency;
- Establishes regular procedures and performs scheduled analysis of general ledger balance sheets such as cash and clearing accounts, liability accounts, and inventory accounts;
- Assists with the supervision of the work of assigned personnel; determines priorities, schedules, reviews vouchers, reconciliation and computations; recommends and provides training to assigned personnel;
- Prepares and reconciles monthly trial balances for each accounting fund. Reviews and reconciles each accounting fund to ensure:
 1. Debits and credits are in balance in all funds;

2. Inter-fund accounts are in agreement;
 3. Subsidiary ledger balances (such as payroll, accounts receivable, and accounts payable) agree to the control account balances in the general ledger;
 4. Clearing and suspense accounts are documented and balances are cleared within 30 days.
- Performs bank reconciliations, cash inter-fund transfers, and reconciles general ledger accounts;
 - 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;
 - Analyzes funds for timely movement and transfer of funds and/or journal entries;
 - Researches and clears items in suspense 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 take action 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 two to five years 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 generated 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.

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