



JOB DESCRIPTION

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| JOB TITLE: Accountant II (Non-Grants) | FLSA: Exempt |
| Department: Business Services - Accounting | Date Revised: 7/25/22 |
| 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 by evaluating, recommending, and implementing good practices and procedures and monitoring compliance. Performs related duties as required.

Essential Job Functions

- Prepares journal entries; performs bank reconciliations, cash, and inter-fund transfers and reconciles general ledger accounts;
- Oversees the work of accounts payable- determines priorities and schedules, reviews vouchers, reconciliations, and computations; recommends and provides training to assigned personnel;
- 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;
- Administers and maintains third party software integration with the College's ERP GL\AR systems, DocuSign, Trimdata, Enrole-CE, etc.
- Prepares and reviews journal entries; prepares reconciliation of accounts;
- Assists with the preparation and analysis of monthly investment reports for the Galveston College board agenda;
- Works closely with the Bursars Office staff; recommends and provides training to assigned personnel;
- Establishes regular procedures and performs scheduled analysis of general ledger balance sheets such as cash and clearing accounts, liability accounts, and inventory accounts;
- Leads the implementation of Business Office software updates including training office staff, leads digital file integration projects;

- Prepares 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; 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 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. 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