



JOB DESCRIPTION

JOB TITLE: Assistant Director of Business Services	FLSA: Exempt
Department: Business Services - Accounting	Date Revised: 3/6/2017
Security Sensitive: Yes	Grade: C52
Reports To: Comptroller\CFO	

Job Summary

Under the direction of the Comptroller/CFO, the Assistant Director of Business Services will lead in the completion of all accounting tasks and assist with supervision of all Business Office personnel. Performs general accounting activities that are complex and broad in nature, specializing in general ledger and financial report functions. Responsible for providing internal accounting support to the Galveston College Foundation by evaluating, recommending, and implementing good practices and procedures and monitoring their compliance. Performs related duties as required.

Essential Job Functions

- Prepares all monthly, quarterly, year-end, and special purpose financial statements for the College;
- Maintains and improves regular procedures and performs scheduled analysis of general ledger balance sheets such as cash and clearing accounts, liability accounts, and inventory accounts;
- Supervises the work of assigned personnel; determines priorities, schedules, reviews vouchers, reconciliations and computations; recommends and provides training to assigned personnel;
- Establishes procedures to ensure payroll is posted correctly to the GL, ensuring salaries and benefits are accurately recorded and payroll liabilities are paid monthly;
- Prepares all monthly, quarterly, and special purpose financial statements for the Galveston College Foundation;
- Works with the Galveston College Foundation Director and Board to develop and implement all procedures to ensure effectiveness, accuracy and timeliness of Galveston College Foundation accounting and internal control functions in accordance with generally accepted accounting principles;
- Reconciles and prepares annual capitalization entries to general ledger;
- Prepares journal entries; performs bank reconciliations, cash, and inter-fund transfers and reconciles general ledger accounts;
- Prepares and reconciles monthly trial balances for each accounting fund. Performs, 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;
- Prepares internal and external reports, and surveys;
 - Prepares Galveston College's annual financial report in cooperation with management and external auditors;
 - Collaborates with the Galveston College Foundation director and auditors to complete their annual financial report and Form 990;
 - Works with Galveston College Foundation external auditors to answer accounting questions related to the annual Foundation audit;
 - Attends Galveston College Foundation board meetings at the request of the director to report on the Foundation's financial position, and to address financial questions from the Foundation board and/or citizens;
 - Responsible for set-up/transfer of budget accounts, general ledger and chart of accounts maintenance and on-line live computerized transactions;
 - 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 preparation and analysis of monthly investment reports for the Galveston College board agenda;
 - Analyzes funds for timely movement and transfer from funds and/or journal entries;
 - Maintains general ledger accounts, including additions, deletions and expirations;
 - Assist with the preparation of the investment portfolio reports;
 - On an as-needed basis, works closely with the Accountant II and the Financial Aid Department to reconcile ledgers for Pell, SEOG, TPEG, and other student financial assistance accounts;
 - Maintains reconciliation of property tax receipts between general ledger and local tax-assessor/collector;
 - Maintains records of fundraising revenues and expenses and insures that budgets are updated to reflect fundraising activities;
 - Reconciles accounts, grants, budget accounts set-up/transfer; general ledger and chart of accounts maintenance and on-line computerized transactions;
 - Prepares and reviews journal entries;
 - Prepares reconciliation of registration reports to tuition and fees;
 - 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 preferred;
- Five years of accounting experience, preferably in higher education;
- Broad knowledge of generally accepted accounting principles, practices, and procedures;
- Excellent interpersonal and communication skills, both verbal and written;
- Attention to detail, deadline-oriented, and ability to cope with several tasks simultaneously are mandatory;
- 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