



## JOB DESCRIPTION

<b>JOB TITLE:</b> Accountant I	<b>FLSA:</b> Exempt
<b>Department:</b> Business Services - Accounting	<b>Date Revised:</b> 3/6/17
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C41
<b>Reports To:</b> Comptroller/CFO	

### **Job Summary**

Under the direction of the Comptroller/CFO and the Assistant Director of Business Services, performs staff accountant duties, specializing in student account receivables and financial report functions following generally accepted accounting procedures under limited supervision.

### **Essential Functions**

- Maintains student accounts and assists with general ledger maintenance;
- Prepares journal entries, cash, and inter-fund transfers;
- Coordinates with Admissions on student billing issues;
- Tracks FACTS payment status and generates periodic reports;
- Distributes Financial Aid awards batches;
- Produces student refund batches and coordinates with accounts payable;
- Reconciles assigned accounts, generates periodic reports; expenditure and budget reports;
- Prepares vouchers for payments and prepares journal entries;
- Performs reconciliation of student receivable accounts;
- Works with business office staff to verify the status of third party billings;
- Develops and maintains databases and spreadsheets;
- Reconciles input and final transfer of cash receipts journal and posts general ledger;
- Recommends procedures for increased efficiency and accuracy;
- Works with students to resolve\explain difficult student billing issues;
- Authorizes holds to be put on students with past due balances;
- Assists supervisor with reconciliation of accounts, budget account set-up/transfer, general ledger and chart of accounts maintenance and on-line computerized transactions;
- Assists with year-end general ledger closing procedures;
- Prepares year-end accruals;
- Reconciles and prepares student organization profit/loss statements;
- 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 be 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;
- 2-5 years accounting experience preferred;
- Knowledge of current methods of computerized accounting and software;
- Excellent organizational skills;
- Ability to communicate well, both verbally and in writing;
- Excellent interpersonal skills;
- Excellent computer skills.

**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?\_\_\_\_\_

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Signature

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Date