

CLASSIFICATION SPECIFICATION

Collegewide Administrative Accountant

FT/PT Class Code: 5077, 5577 Pay Grade: B/C 14 FLSA: Non-Exempt Rev. 04/06/17

SUMMARY STATEMENT: An incumbent is responsible for the application of standardized accounting practices and principles in the analysis, verification, and processing of numerous and varied Collegewide financial transactions.

NATURE AND SCOPE:

Work is typically performed independently with supervision from an administrative or technical supervisor. Work includes the analysis, verification and reconciliation of invoices, vouchers, payment requests, payroll documents, contracts, federal grants, and all other financial transactions from the campuses, vendors, suppliers, contractors, etc. for verification and processing for payment from State and federal funds. Transactions are analyzed for compliance with various laws, rules, regulations and procedures; accuracy and completeness of data entry and hard copy, proper appropriation source to ensure legality of coding and required authorization level. A significant portion of the work is the resolution of discrepancies and errors and providing advice and counsel to campus staff, including researching and retrieving information, assisting with problems, and reconciling differences. The work performed augments and serves as an ancillary check and balance system in concert with First State Financials.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides efficient, timely and accurate accounting, processing, and reconciliation of Collegewide financial documents and transactions.
2. Ensures that all transactions assigned comply with State and federal accounting policies, procedures and applicable laws, rules, and regulations.
3. Provides counsel and advice to campus staff to preclude delays in processing and resolves discrepancies, deficiencies, accounting errors, etc. for work in process.
4. Performs audits of all documents to ensure proper accounting of expenditures and disbursement of available State and federal funds. Assists auditors with the College audit process as requested.
5. Analyzes departmental policies, methods, and procedures and makes recommendations for revisions to administration.
6. Maintains documents, contracts, files, and other applicable documents in storage for use in reconciliations, reports, and audits.
7. Assists in the development and presentation of the annual College Fiscal Workshop.

PRINCIPAL ACCOUNTABILITIES:

8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of complex accounting.
- ◇ Knowledge of State and Federal accounting system, budgetary process, and auditing procedures.
- ◇ Knowledge of State and departmental computerized financial management systems.
- ◇ Knowledge of recordkeeping and report preparation techniques.
- ◇ Knowledge of generally accepted accounting principles and practices.
- ◇ Knowledge of computerized accounting/financial management systems.
- ◇ Skill in reconciliation and consolidation of ledgers and statements.
- ◇ Skill in the evaluation and analysis of financial and accounting data.
- ◇ Ability to interpret and forecast budgets.
- ◇ Ability to communicate effectively.
- ◇ Ability to establish and maintain effective working relationships with campus staff, as well as with individuals in State, local and federal government agencies.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of accounting experience to include experience in the interpretation and application of federal and state laws, rules, and regulations; or other equivalent combination of education and experience. Governmental accounting experience is preferred.