

CLASSIFICATION SPECIFICATION

Special Projects Accountant

FT/PT Class Code: 3111, 3611 Pay Grade: B/C 19 FLSA: Exempt Est. 09/27/17

SUMMARY STATEMENT: An incumbent is responsible for the application of standardized accounting practices and principles for the College's Educational Foundation (EF), assists in the development and monitoring of the College's Capital Program, oversees the Collegewide coordinator budget process, oversees the development and approval of divisional budgets within the Office of the President (OOP) and completes special projects for the vice president for finance as needed.

NATURE AND SCOPE:

This position reports directly to the vice president for finance (VPF). Work is typically performed independently with supervision from the VPF and/or director of facilities (DF). This position serves a number of different functions including: (1) lead accountant for the EF; (2) budget analyst for Collegewide coordinator budgets and internal budgets within the OOP; (3) budget and financial analyst for the College's Capital program; (4) fiscal analyst for special projects requested by the VPF and/or DF; and (5) Collegewide coordinator for the submission of the College's annual operating and capital budget to the Office of Management and Budget (OMB). This position will work closely with the Central Development Office in the OOP and directors of development (DD) at each campus along with the directors of business services (DBS) regarding the processing of invoices for payment, the review and recording of financial transactions associated with donor agreements, planned giving activity and the inputting of data into the EF's financial accounting system (Blackbaud: Financial Edge) and the production of monthly financial statements for review by the VPF. Work includes the analysis, verification and reconciliation of invoices, payment requests, contracts, donor agreements, federal grants, and all other financial transactions from the campuses, vendors, suppliers, contractors, etc. for verification and processing for payment from State, College, EF, and federal funds. This position works closely with the DF and campus directors of business and administrative services regarding the development and oversight of the College's capital program. This activity involves assisting in the overall procurement process for capital projects and interfacing with the College's legal department regarding procurement of professional services and public works projects.

PRINCIPAL ACCOUNTABILITIES:

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

1. Provides efficient, timely and accurate accounting, processing, and reconciliation of accounts and transactions resulting in timely monthly financial reports for the EF. Works closely with the EF independent auditors and assists in the administration of the various scholarship, endowment and grant programs within the EF.
2. Serves as capital program budget analyst and accountant for the College's multi-year capital program. This work includes participation in the selection of architects, engineers, and other professional services related to facilities management.

PRINCIPAL ACCOUNTABILITIES, cont'd:

3. Works closely with the Collegewide DF, VPF, campus directors of administrative services and the College's legal counsel regarding requests for proposal (RFP), professional services, public works projects, etc. This requires interfacing with the College's accounting personnel (OOP and Campuses), OMB and the State's Division of Accounting.
4. Assists the Collegewide DF in the development of a multi-year Capital Program for presentation to the College's Facilities Committee.
5. Performs special analysis regarding cost containment, staffing levels in all areas of the College and detailed revenue and expenditure forecasting.
6. Assists in the development and presentation of the annual College Fiscal Workshop.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of complex accounting for non-profits and governmental entities
- ◇ 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:

- ◇ Bachelor's degree in accounting or 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 and non-profit accounting experience is preferred, but not required.