

JOB DESCRIPTION



Position Title: Accountant/Position Budget Coordinator

Department: Finance

Employment Category: Non-Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Non-Exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE09

Position Summary: The Accountant/Position Budget Coordinator is responsible for performing professional level accounting functions, including maintaining and reconciling ledgers and accounts according to governmental accounting standards board (GASB) requirements and for maintaining the labor budget, including maintenance of position records and tracking of encumbrances and expenditures accurately.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Prepares and assesses budget, revenue, expense, payroll and journal entries, and other accounting documents; analyzes and monitors budgets and expenditures for compliance with fiscal accountability and reporting requirements; analyzes and forecasts revenue and expenditure trends

Assists with year-end closing procedures; interacts with auditors and participates in auditing projects; analyzes and reconciles accounts for accuracy and compliance with all procedures and regulations; ensures all year-end financial reports are compiled in accordance with GASB

Assists departments with questions on journal entries, check requests, and purchase orders; assists with preparation of various accounting and financial reports

Creates and manages position records within the college's integrated management system, ensuring accuracy of details of position set up and budget alignment; provides monthly reports of labor budget variances, student labor budget balances, and other reports as needed

Participates in preparation, validation, and implementation of the annual labor budget, assisting in the budget development process with other finance and HR staff, and working with budget managers throughout the year to maintain accurate financial records related to the labor budget and other areas as needed

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in accounting, finance or related field from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education

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Three years' related full-time, professional work experience, preferably in a higher education setting

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of accounting, finance, budgeting principles, practices and methods
Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work
Knowledge of generally accepted accounting principles
Knowledge of governmental accounting standards board requirements
Knowledge of accounting statements general ledger and related accounting practices
Knowledge of account reconciliation methods and techniques
Knowledge of financial analysis methods
Knowledge of computerized accounting systems
Skill utilizing personal computer software programs affecting assigned work
Skill analyzing data, identifying problems, and recommending solutions
Skill performing detailed numerical computation
Skill preparing detailed reports on a timely basis
Skill in effective supervisory principles and practices
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public
Skill in presenting ideas and concepts orally and in writing
Ability to engage a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Vice President for Administration

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.