

# JOB DESCRIPTION



---

**Position Title:** Accountant

**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 is responsible for performing professional level accounting functions, including year-end closing processes, preparing financial reports for the annual audit and compiling financial accounting data for submission of the comprehensive annual financial report (CAFR) according to governmental accounting standards board (GASB) requirements.

**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:

Assists with year-end closing procedures; 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

Compiles accurate and complete information for the completion of the ACFR; works closely with the supervisors to ensure all areas of the ACFR are complete with all required information

Assists in the setup of the new fiscal year in the accounting system and of other third party software

Assist in the preparation of monthly and annual financial statement; prepares closing entries and schedules; facilitates the audit by providing the auditors transaction explanations and schedules

Audits, analyzes and reconciles accounts for accuracy and compliance; identifies weaknesses in internal controls and safeguards assets; coordinates the development and implementation of accounting policies and procedures in collaboration with the Controller; prepares external and internal reports, journal entries, spreadsheets and cash requests

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 a regionally accredited institution of higher education recognized by the US Department of Education

Two years' related full-time, professional work experience

# JOB DESCRIPTION



Preference may be given to individuals with experience in higher education

*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:** Accounting Services Manager

**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.