



## POSITION DESCRIPTION

<b>TITLE:</b>	Accountant	<b>CATEGORY:</b>	Professional
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	C

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**JOB SUMMARY:** Perform a variety of complex accounting tasks involved in maintaining financial records and processing related data; prepare financial reports; monitor, verify and reconcile accounts.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Provide services for grants and contracts associated with fiscal management; analyze, review expenditures and budgets for compliance with sponsors and college policies and procedures; prepare invoices, reports, and perform drawdowns on a timely manner; work closely with budget heads and program managers to ensure terms and conditions of private, local, state, and federal grants and contracts are met and properly documented for fiscal requirements.	15%
2. Perform financial analysis duties to ensure accurate recording, updating, and reporting for designated type of transactions; participate in accounting month/annual end closings to ensure accurate and timely recording/reporting of financial information; responsible for maintaining all master files of the chart of accounts system; notify appropriate personnel of new additions and changes.	15%
3. Prepare complex journal entries for capital purchases, construction in progress, accruals, transfers between accounts, funds, or departments, adjustments, revenue, bank and investment activity, property taxes, endowments, including indirect costs, reallocation of salaries and wages. Review incoming journal entries or other transaction documents for availability of funds, accuracy, completeness, and compliance with pertinent college or sponsor regulations.	15%
4. Compose correspondence of a technical nature pertaining to assignments; serve as a reference source to advise and interpret accounting, district policies and procedures, rules and regulations of external agencies, and respond to internal and external audit inquiries; coordinate with personnel, budget heads, or other appropriate personnel to resolve problems and keep all parties informed.	15%
5. Research and generate reports to assist administrators with capital projects related accounts; assist in the preparation of plant fund budgets; report bank collateral, investment activities, and endowment funds; analyze and prepare financial statements related to individual funds for Board Meetings; distribute monthly financial reports to Budget Heads, including reports requested for management	10%

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| 6. Perform reconciliation of general ledger accounts to include bank accounts, investments, workers' compensation, property taxes, and capital leases; monitor and report cash flow forecasts for federal funds and student loan bank accounts ensuring funds are available and request transfers as needed.   | 10% |
| 7. Maintain and analyze assigned aspects of financial and accounting database, financial management system, personal computers or source documents such as computer reports, journal entries, invoices, or budget transfers; create and maintain records containing adequate and proper documentation; retain records according to Record Management and sponsors' policies. | 10% |
| 8. Participate in developing procedures and recommending changes; assist in reviewing, evaluating, and recommending improvements to internal control system to protect and preserve the assets of the college and report discrepancies to supervisor.  | 5%  |
| 9. Perform other duties as assigned. In-person work on campus is an essential function of this position.   | 5%  |

**SUPERVISORY RESPONSIBILITIES:** Provide work direction to assigned staff.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree in Accounting, Business or related field.

**EXPERIENCE:** Three (3) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Considerable knowledge of modern principles, practices and methods of accounting; internal accounting controls, fund accounting, budgeting practices, and generally accepted accounting principles.
- Knowledge of community college policies and procedures, applicable local, state, and federal regulations.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Knowledge of MS Excel spreadsheet software to quantify and illustrate routine financial reports and statements.
- Knowledge of payroll related reports.
- Skill in maintaining and reconciling accounting and financial records.
- Ability to analyze and interpret accounting and financial data; prepare financial reports and statements; detect discrepancies in financial and accounting records.
- Ability to analyze budgetary expenditures for compliance with funding agencies budget, policies and procedures.
- Ability to set priorities and meet critical deadlines.

- Ability to establish and maintain effective working relationships with other employees and other business contacts.
  - Ability to lead and train staff.
  - Ability to communicate effectively, both orally and in writing.
2. **Equipment Used:** Personal Computer, fax machine, scanner, telephone, copier, and other equipment associated with an accounting office environment.
  3. **Software Used:** A variety of word-processing, networks, spreadsheet, database, e-mail, and word software.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	Accountant
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*