



POSITION DESCRIPTION

TITLE:	Accounting Specialist	CATEGORY:	Classified
FLSA STATUS:	Non-Exempt	GRADE:	F

JOB SUMMARY: Perform accounting activities, including reviewing and preparing journal entries and monitoring, reconciliation, and analyses of accounts, schedules, and statements, delivery of financial information, and check distribution coverage.

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Prepare various monthly reconciliations, including the Teacher Retirement System (TRS), Optional Retirement System (ORP), and Employee Retirement Systems (ERS); prepare entries to record payment to TRS.	25%
2. Review incoming journal entries for charges to various units of the College to assure accuracy and completeness; conduct research to resolve discrepancies as necessary. Maintain data of assigned financial and accounting database.	15%
3. Reconcile bookstore charges for Student Government Association book loan and First Day Adoption Programs. Prepare check requests to pay for bookstore charges. Calculate and record Fringe Benefits quarterly for the Texas Workforce Commission Child Local Match Contribution for education classes and monthly for grants.	20%
4. Assist accountants in researching accounting data, preparing journal entries for data entry, and preparing invoices related to federal, state, and local or private grants, contracts, and other college transactions. Assist in the maintenance of the chart of accounts system.	20%
5. Provide fiscal management of local and private grants and contracts. Analyze and review expenditures and budgets for compliance with sponsors and college policies and procedures. Prepare invoices, reports, and perform drawdowns, and record receivables on time. Work closely with budget heads and program managers to ensure terms and conditions are met and adequately documented for fiscal requirements. Coordinate grant close-out activities with funding agencies and other departments. Assist with annual audits.	10%
6. Provide backup coverage in the Check Distribution area and handle the distribution of checks (accounts payable, payroll, student refunds, and federal funds). Transmit advices/stubs for direct deposit, prepare check files for	5%

transmission to the bank, and save files for department records.

7. Perform other duties as assigned.

5%

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree

EXPERIENCE: Four (4) 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:

- Good interpersonal and organizational skills;
- Knowledge of general accounting;
- Effective communication skills, both verbal and written;
- Knowledge of local, state, and federal regulations;
- Knowledge of MS Excel spreadsheet software to quantify and illustrate routine financial reports;
- Ability to maintain and reconcile accounts and financial records;
- Ability to analyze and interpret accounting and financial data and detect discrepancies in financial and accounting records;
- Ability to analyze budgetary expenditures for compliance with funding agency budgets, policies, and procedures;
- Time management, prioritizing, and multi-tasking skills.
- Ability to establish and maintain effective working relationships with other employees and business contacts.

- 2. Equipment Used:** Personal Computer, fax machine, scanner, telephone, copier, and other equipment associated with an accounting office environment.

- 3. Software Used:** Enterprise Resource Planning (ERP) systems, Excel, and preparation of spreadsheets, Word, and Outlook email.

PHYSICAL REQUIREMENTS:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to sit and use hands to handle. 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 the 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.

POSITION TITLE:	Accountant Specialist
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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*