



## POSITION DESCRIPTION

**TITLE:** Associate Comptroller General Accounting  
**FLSA STATUS:** Exempt  
**CATEGORY:** Professional  
**GRADE:** F

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**JOB SUMMARY:** Manage the District's overall accounting processes, including financial reporting.

**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. Oversee college accounts, billings, and reports to federal, state, and local agencies; supervise and review general accounting operations, including bank account reconciliation, monthly/annual fiscal closings and financial reports/statements preparation; ensure accuracy of data.	30%
2. Supervise all entries to the College's financial records, meet with Directors, Deans and department heads about their accounting needs; provide general accounting liaison within the College; assist external agencies and/or auditors with the extraction of financial data; supervise preparation of audit work papers schedules and reports.	20%
3. Facilitate communication with external agencies and coordinate with college departments for smooth operation of college business; coordinate the identification and solution of accounting system problems with Information Technology; facilitate departmental access to various automation based systems and software.	20%
4. Implement appropriate operating procedures; ensure compliance with GAAP and other rules regulations governing educational grants and contracts; review internal accounting operating procedures policies; recommend revisions, as required.	15%
5. Provide operational direction to staff plus personnel management guidance, including orientation, performance appraisal, coaching, personal and professional development, and conflict resolution.	10%
6. Perform other duties as assigned.	5%

**SUPERVISORY RESPONSIBILITIES:** Direct supervision as a first-line supervisor to staff assigned.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree in an academic field directly related.

**EXPERIENCE:** Six (6) years 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 knowledge of current modern principles, practices and methods of accounting; internal accounting controls, budgeting, fund accounting, generally accepted accounting principles; knowledge of financial analysis, budgetary planning, reporting procedures and requirements, computerized accounting and software applications; ability to coordinate work activities and supervise the work of subordinates; establish and maintain effective working relationships with other employees, administrators and with various outside representative from federal, state, and local organizations and ability to communicate effectively both oral and in writing.
2. **Equipment Used:** Personal Computer and other equipment associated with an office environment.
3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation 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; use hands to handle or feel; and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/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:**

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

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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*