Job Title: Account Specialist

JOB SUMMARY

The Account Specialist is responsible for at least one defined accounting sub-system, performing work according to the Technical College System of Georgia (TCSG) established financial policies and standards, and Generally Accepted Accounting Principles (GAAP).

MAJOR DUTIES

Records financial transactions, analyzes and reconciles accounting records and may prepare standard accounting reports;
Initiates contact with outside agencies and/or institutions to develop and implement a solution to accounting discrepancy;
Applies GAAP, applicable state and federal fiscal guidelines, and agency fiscal policies in recording financial activity in accounting systems and varied sub-systems;
Serves as liaison in responding to inquiries for solution of routine accounting problems or for information or interpretation from third parties such as auditors and governmental entities. Notifies appropriate personnel of pending audit actions;
Maintains knowledge of current federal, state, department and GAAP rules, trends and developments in the field. Applies relevant new knowledge to performance or responsibilities;
Responsible for or assists with balancing and reconciles accounting records, such as journals, ledgers, batch reports, bank statements, payroll documents, agency-generated reports or related records;
Determines sources of errors by researching accounting records. Records and/or directs correcting entries; Provides support to auditors and other reviewers. Identifies and corrects procedural problems revealed in reviews and audits;
Oversees or participates in the compilation of data and prepares standard accounting reports.

COMPETENCIES

Knowledge of governmental accounting
Knowledge of the State of Georgia financial system (PeopleSoft), and State of Georgia government accounting cycles and processes
Skill in the use of computers and job-related software programs
Ability to use 10 Key calculator; scanner
Decision making and problem solving skills
Oral and written communication skills
MINIMUM QUALIFICATION

Associates degree and Three (3) years of professional level experience *and* demonstrated proficiency in Microsoft Office software

Note: Experience may substitute for the degree on a year-to-year basis

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.