Job Title: Accountant  

Job Code: 40844

JOB SUMMARY

The Accountant is responsible for performing professional accounting duties associated with analyzing and preparing financial reports and financial information.

MAJOR DUTIES

- Records or directs the recording of financial transactions; Categorizes revenue and/or expenditures into accounts and resolves recording errors;
- Processes accounts payable such as complex invoices and shipment documents, partial payments, discounts and other transactions which may involve multiple state chart of accounts;
- Oversees or participates in the compilation of data and prepares standard accounting reports, such as Pell and HOPE spreadsheets for revenue journal entries;
- Balances and reconciles accounting records, such as journals, ledgers, batch reports, bank statements, payroll documents, technical college specific reports or related documents;
- Receives, controls and records cash/check/credit card receipts; Balances register on student information system when assisting with student registration;
- Maintains accounting file information;
- Responsible for coordinating purchasing activities;
- Performs limited clerical responsibilities;
- Responds to requests for information/advice and solves clerical problems.

COMPETENCIES

- Knowledge of generally accepted accounting principles
- Knowledge of student accounts management practices
- Knowledge of budgeting procedures
- Knowledge of relevant federal and state regulations
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

Baccalaureate degree in accounting or a related field

OR
An Associate degree in accounting or related field *and* Two (2) years of accounting work experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.