



Job Description Staff Accountant

JD: 2217
Pay Grade: G08

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Minimum one (1) years' experience in customer service.

Minimum Education Requirements: Bachelor's Degree in finance, accounting or related field.

Direct Supervisor: Director of the Business Office.

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Office Setting.

Certification:

Job Summary: This position is responsible for the performance of a wide variety of accounting functions including accounts receivable, preparation of journal vouchers, data entry of cash receipts, general ledger review, reconciliation, and analysis. There is emphasis on customer service, student financial account services, cashiering, and processing of checks and deposits.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Enter payments in Jenzabar according to category.
- Facilitates all collection activities (student tuition, housing, all third party)
- Process payments for student and college activities including agency deposits, student trips, and fund-raising activities, forwarding receipts as needed.
- Serve as a resource for student accounts including reviewing bills, making phone calls to students, mailing of bills, and review of bills for refunds.
- Enter and post institutional and payroll journal vouchers.
- Ensures timely processing of administrative and student reports including tax reporting and 1098-T reports.
- Respond to numerous daily inquiries from students, parents, and other college personnel.
- Document and record monthly department charges for vehicle usage, duplication and postage.
- Performing general accounting support functions including processing various general ledger transactions and preparing reconciliations.
- Assisting with the monthly, quarterly, and year end closes, to include preparation of schedules and other items for audit purposes.
- Prepare monies for bank deposit.
- Monitor and maintain Postal Business Reply account.
- Serve as a member of judicial review hearings and appeals related to student conduct and financial aid as needed.



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- Effectively perform as a member of the team in carrying out the College's Mission Statement.
- Perform other tasks and duties assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles of Accounting and automated accounting systems.
- Local, State, and Federal regulations.
- Standard administrative and clerical procedures and systems.
- College policies and procedures pertaining to Finance.
- Computer software and databases used within department to include Microsoft Office applications, databases, and automated accounting systems.

Skills

- Strong written and oral communications and relational skills.
- Strong organizational skills with attention to detail.
- Good public relations and customer service.
- Strong analytical skills.
- Operating a variety of office equipment, including computer, printer, calculator, fax, and copier.
- Establishing and maintaining effective working relationships with students, staff, and parents.

Abilities

- Effectively communicate to student, parents, and employees.
- Maintain confidentiality at all times.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

<hr/> <p>Employee Signature</p>	<hr/> <p>Date</p>
<hr/> <p>Supervisor Signature</p>	<hr/> <p>Date</p>
<hr/> <p>Human Resources</p>	<hr/> <p>Date</p>