

## **ACCOUNTANT**

Direct Supervisor: Chief Financial Officer

Department: Business Office

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### **Job Summary:**

**Overall Job Responsibilities:** The Accountant occupies a line position responsible to the Chief Financial Officer. Duties include the following areas of responsibility.

### **Principal Duties and Responsibilities:**

1. Work with Financial Aid office to insure student awards are approved and correct and ensure student refunds are the correct amount and balance with Department of Education
2. Monitor and assist grant directors with general accounting and budgeting procedures for their respective grants and maintain a good working relationship with grant directors regarding their respective grants
3. Perform and monitor accounting work, expenditures and budgets for awarded grants
4. Maintain a working knowledge of specific grant requirements and regulations
5. Assist Controller and CFO with ensuring all procedures/processes are completed in a timely manner to prepare for the annual independent audit and maintaining compliance with audit standards
6. Work with Controller, CFO and external auditor to prepare annual audit work papers, financial reports and other audit requirements
7. Assist with preparing reports, surveys, disclosures and special projects according to the prescribed requirements for regulatory agencies and other external agencies (AFR, RFOE, CARAT, PFIA, IPEDS, LAR, ect.)
8. Assist CFO with organization and preparation of budget, including detail supporting information and spreadsheets
9. Train a minimum of two weeks in each Business Office position (cashier, billing clerk and accounts payable clerk) and maintain a working knowledge of each position in order to be able to assist as needed during vacations, high workload periods or times when positions are vacant in order to ensure the efficient completion of Business Office operations. This includes but is not limited to learning procedures dealing with the following:
  - a. Prison student registration and Texas Department of Criminal Justice billing process from start to finish
  - b. Third-party billing process for campus use, campus services use, tuition and fees, etc.
  - c. Accounts payable processes from start to finish (including but not limited to processing check requests, purchase orders and invoices for payment, payments to vendors either via check or purchasing card, reconciling vendor statements, and maintaining vendor files for audit)
  - d. Student refund process and reconciliation of refund issues
  - e. Students and other receivable customers to reconcile billing issues and obtain payment for amounts due to the College

- f. Receipt of payments (cash, check or credit card) to College, daily bank deposit calculation and processing, daily closing and reconciliation of cash drawer
- g. Student online payment system management (both one-time payments and payment plans) and resolution of discrepancies or payment returns
- 10. Train and serve as backup for the Bi-Weekly payroll duties
- 11. Assist the Controller and CFO in maintaining, improving and monitoring security/risk management issues as necessary
- 12. Train to assist the Controller as needed in the monthly preparation of Teachers Retirement System (TRS) TEAM reports (includes reporting new hires, employment terminations, employee demographic changes, employment contract changes, monthly payroll information including gross compensation, employee and employer TRS contributions, and hours and compensation earned by working TRS retirees)
- 13. Maintain Payment Card Industry (PCI) compliance certifications, equipment logs, and security policies as mandated by the Payment Card Industry
- 14. Assist in maintaining a secured office area to ensure the protection of money, checks and confidential files maintained in the Business Office and Payroll Office
- 15. Assist the Controller in the fiscal year-end inventory and management of capital assets, pro-shop merchandise, livestock and central supply products in order to maintain accurate records
- 16. Assist with annual 1099 and 1095T tax preparation
- 17. Workplace attendance is essential for job function
- 18. Required to be collegial, respectful and professional with faculty, staff and students at all times
- 19. Ability to work full time is essential
- 20. Perform other duties as assigned

**Necessary Knowledge, Skills, and Qualifications:**

- Ability to multi-task and perform detailed work with speed and accuracy
- Ability to complete large quantities of computer work with speed and accuracy
- Knowledge of general office procedures
- Ability to establish and maintain effective working relationships with co-workers, other personnel and vendors
- Ability to take initiative in solving problems and in assisting others with heavy workloads
- Ability to work with minimum supervision
- Knowledge of accounting procedures, auditing principles and practices
- Excellent computer (Excel knowledge is mandatory) and calculator (10-key) skills
- Accountability and integrity when dealing with money, checks and confidential material
- Good work ethic and ability to handle stressful situations well
- B.B.A in Accounting or other related field from an accredited college/university required. Experience in accounting and/or knowledge of fund/governmental accounting preferred.

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