

Accounting Specialist

Department: Administration

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule:

Job Status: Full Time

Reports To: Business Office Director

Amount of Travel Required: Occasional Travel

Positions Supervised: None

ESSENTIAL FUNCTIONS

Under general supervision, performs technical accounting duties involving the accounting, recording, processing and reporting of accounts receivable, payroll, revenue and other technical accounting functions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Processes accounting and financial documents and technical transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to job assignment.
- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank reconciliations, claims and payroll; reviews and validates data.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Maintains additional accounting and technical transaction databases as needed; may process cash receipts, daily cash reports, and bank deposits.
- Completes journal entries and reconciles accounts; reviews, investigates, and corrects errors.
- Researches and resolves accounting issues; provides customer services to college departments, and coordinates technical and financial information with customers and external agencies; interprets and explains college policies, procedures, rules and regulations.
- Responds to requests for information; provides technical information within scope of authority.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Cross trains in a wide variety of technical accounting duties; assists with the training and cross-training of college staff.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understand basic business practices.
- Change Management - Communicates changes effectively.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion-Provides an environment that is inclusive of all students and supports underrepresented students.

Education: Associate's Degree in Accounting, Business Administration, or a closely related field required, Bachelor's Degree preferred.

Experience: Two (2) year's accounts payable, receivable, payroll or claims accounting experience. Not-for-profit accounting experience preferred. Knowledge of general accounting standards, policies, procedures and applicable Federal and State rules and regulations. Accounting principles and methods. Entering numerical data into a computer system with speed and accuracy. Communicating effectively verbally and in writing. Demonstrate good organizational skills.

Other Requirements

Ability to lift up to 30 pounds.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ DATE _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document

does not represent a contract of employment, and the college reserves the right to change this job description and/or assign tasks for the employee to perform, as the college may deem appropriate.