

## Accounting Specialist

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**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, revenue and other technical accounting functions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts in a higher education accounting environment.

### 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.
- Records documents and computer accounting entries; performs other technical accounting activities, including but not limited to, accounts receivable, special fund accounting, 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.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team

**Education and Experience:** Accounting Certificate or equivalent work experience required. Associate's Degree in Accounting or a closely related field preferred. Ability to enter numerical data into a computer system, effective written and verbal communication skills, and ability to demonstrate good organizational skills required. Knowledge of Not-for-Profit accounting, general accounting standards, policies, procedures and applicable Federal and State rules and regulations.

**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.