

Chattahoochee Valley Community College

Job Description

Accountant (Restricted Funds)

Employee Name: **Christer Sanks**
Date Employed: 10/1/1998
Date of New Title/Position: 9/1/2005
Employment Status: Non-Probationary
Department: Business Office
Location: Wallace Building

Compensable Factors Classification:

Job Title (Grid Title): Accountant (Accountant)
E Grid Level: E2, Institutional Support
E Grid Grade, Order: 03, Lesser Order
Job Assignments: Restricted Fund Accounting (50%); Budgeting/Financial Reporting (40%); Other Business Office Duties (10%)
Supervisory Responsibility: None
Reports to: Chief Financial Officer (CFO)

SUMMARY

This non-supervisory, non-exempt position is responsible for the budgeting, accounting, and financial reporting of College restricted funds. Also, responsible for assisting in developing and managing the campus budget, assisting in preparing and reporting the College's annual financial statement, and other Business Office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Chief Financial Officer or her supervisor.

Restricted Fund Duties

Perform restricted grants and federal Title IV accounting, cash flow projections, reconciliations, refunding, and financial reporting functions to include:

1. Reviewing and documenting all CVCC restricted fund contracts/grants, assigning accounting codes, entering budgets into AS400, and completing ACH bank forms for automatic deposits for new restricted funds;
2. Maintaining contacts and good working relationships with program directors and funding agency personnel;
3. Assisting program directors in annual budget planning and development of restricted grant programs;
4. Performing monthly reviews of grant expenditures against program budget approvals, regulations and requirements;
5. Performing quarterly cash flow projections to assist program directors in the management of award balances;
6. Ordering, receipting, and documenting all restricted grant and Title IV revenues (including all applicable restricted grants' administrative cost allowances due the College);
7. Verifying, processing, and documenting Title IV and other CVCC restricted grants' refunds and repayments;
8. Verifying each semester the voiding and stop payment of any student payable checks not cashed in ninety days and the refund of the Title IV refunds;
9. Performing month-end and year-end general ledger restricted accounting, reconciliations, and close-out procedures;

10. Performing quarterly restricted grant and Title IV general ledger reconciliations with CVCC related departments (example: financial aid personnel) and other applicable external restricted grant agencies (example: GAPS);
11. Reviewing and verifying financial reports prepared by program directors required by funding agencies;
12. Preparing The Schedule of Expenditures of Federal Awards for financial statement reporting;
13. Preparing other monthly, quarterly, and year-end financial reporting as required of Title IV and restricted grant programs;
14. Providing records/documentation used by the Examiners of Public Accounts; and
15. Maintaining auditable files and assisting the Examiners as needed.

Campus Budgeting/Financial Reporting Duties

1. Monitor, update, and maintain CVCC's ACCESS budget reporting software system.
2. Update, maintain, and document CVCC's annual budget reporting calendar, procedures, and evaluation process.
3. Monitor, update, and maintain Postsecondary's budget/financial reporting software systems.
4. Assist the CFO in the development and preparation of the College's annual budget, including the preparation and submission of revised budget amendments as needed throughout the fiscal year.
5. Monitor college budget; prepare and distribute monthly departmental budget reports; and coordinate and communicate with budget supervisors to remedy any negative budget variances.
6. Perform monthly payroll bank reconciliations; prepare any necessary adjusting journal entries and enter into the general ledger.
7. Assist CFO with month-end closeout procedures by reconciling technology and facility fee budgets and by posting monthly department postage expense.
8. Assist CFO with year-end closeout procedures.
9. Assist CFO in the preparation of various state and federal year-end financial reports.

Other Business Office Duties

1. Provide internal control review and approval of CVCC bank deposits and supporting documentation; ensure monies collected reconcile to CVCC's administrative software receipts report and bank deposit slips.
2. Assist in the supervision of work room staff in the CFO's absence.
3. Maintain and keep current the campus vendor payable database.
4. Review Title IV student book charges made at the Troy-CVCC book store, reconciling amounts to the AS400 student accounts and making recommendations for payment.
5. Provide cashiering and receivables training as assigned by CFO.

OTHER DUTIES AND RESPONSIBILITIES

1. Regular and predictable attendance.
2. Adhere to all policies and procedures set forth by the College; remain knowledgeable of College general catalog, Operations and Policy Manual, and Alabama Community College System Fiscal Procedures Manual policies.
3. Maintain confidentiality of identified sensitive information and of departmental information.
4. Remain current in and enhance professional knowledge and skills through professional development and continuing education.
5. Interact with and serve diverse student and employee populations in a courteous and friendly manner.
6. Adhere to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
7. Maintain appropriate work hours as outlined in State and College policies and assigned by supervisor or dean.
8. Recruit potential students, both traditional and nontraditional, to the College, and assist in retention efforts.
9. Represent the institution in a positive manner.
10. Participate in advance registration, regular registration, and schedule adjustment as assigned.
11. Serve on committees as assigned.
12. Participate in graduation.
13. Participate in the College's planning process.
14. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE

Bachelor of Science (B.S.) degree from an accredited four-year university with a total of 54 in-field accounting/business semester hours with a grade of C or better. Three years of directly related professional work experience as a degreed accountant and/or directly related CVCC job experience as an Assistant Accountant.

LANGUAGE SKILLS

Ability to read, speak and understand oral and written information in English. Ability to read, analyze, and interpret incoming and inter-office information. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public. Effective oral and written communication skills; proficiency in the English language.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES

Ability to operate a computer, work with various software, such as Microsoft applications (particularly Word, Excel, PowerPoint, Outlook, and/or Access). Maintain familiarity with ACCESS software requirements. Ability to operate a typewriter, telephone, copy machine, and fax machine. Demonstrated knowledge of word processing. Demonstrated computer competency. Ability to meet the public in a friendly and receptive manner. Ability to complete an assigned task in a safe manner and in a constant state of alertness. Must understand and follow all safety rules. Ability to work a flexible, nonstandard work week.

LICENSES or CERTIFICATIONS

Valid driver's license. The employee could, on occasion, be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver's license.

WORKING CONDITIONS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate.

The employee will work inside in an office environment. The employee must follow all safety requirements carefully.

Hazards: None known.

Personal Protective Equipment: The employee is not required to wear personal safety equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.