NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Accountant

Department: Business Services
FLSA Status: Exempt
Grade/Level: Admin/Prof
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Job Status: Full Time
Reports To: Controller
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES: Apply principles of accounting to analyze financial information and prepare financial reports; provides an overall technical and extensive accounting support in the Business Office in the areas of reconciliation, research and analysis, journal entries, departmental support, customer queries, and general preservation of business office integrity.

MAJOR RESPONSIBILITIES:

- Plays an active role in the implementation and maintenance of POISE modules including performance of other systems' interface.
- Ensures that Due To and Due From accounts are accurate and completed monthly.
- Maintains fixed asset accounting system (capital and inventoriable items).
- Ensures that the monthly balance sheet statement is dependable and reconciled to subsidiary accounts.
- Prepares the monthly reconciliation of bank statements and adjustments.
- Posts investment interest and dividends.
- Prepares and distributes monthly departmental reports.
- Cross-trains with A/P position for temporary relief during vacations.
- Works with students, banks, and County Attorney as needed to collect on all NSF checks.
- Assists in the registration process.
- Assists the Controller in his/her day-to-day accounting research and responses to departmental queries.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports.
- Perform other technical and accounting functions as assigned.
To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Design** - Uses feedback to modify designs; Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** - Communicates changes and progress; Completes projects on time and budget.

**Technical Skills** - Pursues training and development opportunities; Shares expertise with others.

**Customer Service** - Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Gives and welcomes feedback.

**Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.

**Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

**Diversity** - Shows respect and sensitivity for cultural differences.

**Ethics** - Treats people with respect; Works with integrity and ethically.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Supports affirmative action and respects diversity.

**Judgment** - Includes appropriate people in decision-making process.
Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Uses time efficiently.

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 - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Dependability - Follows instructions, responds to management direction; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

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.

Education and/or Experience

- Bachelor's degree (B. A.) from four-year College or university.

- Five years general accounting experience in a business, education, or governmental setting.

- General experience in community college business operations preferred.

Language Skills

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Inventory software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

CPA preferred.

Physical Demands The physical demands described here 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 sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment The work environment characteristics described here 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 very quiet.

Signatures:

________________________  ____________________________
Accountant                    Date

________________________  ____________________________
Controller                    Date

________________________  ____________________________
Vice President for Administrative Services     Date

________________________  ____________________________
President                    Date