

LAREDO COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Staff Accountant - Temporary Banner Backfill

PERSONNEL GROUP: Administrative & Professional/Technical

CLASSIFICATION LEVEL: 25

DEPARTMENT: Comptroller/Accounting Services

BASIC FUNCTION AND RESPONSIBILITY:

The Staff Accountant may be asked to rotate duties between the Accounting, Payroll, Purchasing and Bursar departments.

The Temporary Staff Accountant will report to the Comptroller and their primary responsible will be maintenance of the College's accounting systems and internal controls to provide accountability and reporting from the general operating fund and restricted funds of the College. Additional responsibilities include providing supervision for some office staff and serving as liaison with Grant Program Directors, the Payroll department, the Information Technology division, the Human Resources department, the Bursar's office and the Internal Auditor.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Rotate between the Accounting, Payroll, and Purchasing Departments and the Bursar Office as needed.
2. Assist in developing and improving internal controls and accounting procedures to safeguard the college's assets and financial information.
3. Verify accuracy of data provided from reports generated by the FRS system.
4. Ensure that all cash transactions are properly recorded.
5. Preparation of monthly Board Report.
6. Prepare bank reconciliations on a monthly basis.
7. Prepare lead schedules, supporting information and other schedules requested by our external auditors during our fiscal year audit relating to both the general operating fund and restricted funds.
8. Provide assistance in the preparation of the annual general operating fund budget.
9. Accounting for bond issuances, long-term debt and debt service.
10. Assist with analysis of arbitrage requirements.
11. Develop budget reports to meet the needs of end users.
12. Develop reports for the analysis of balance sheet accounts such as cash, inter-fund accounts, liabilities, payroll suspense, and payroll clearing accounts.
13. Supervise and support duties performed by accounting clerks and students.
14. Responsible for filing monthly, quarterly and annual reports for all Federal, State and Local grants.
15. Supervision all federal, state and local restricted grants including endowments and scholarships.
16. Responsible for ensuring propriety of all payments from restricted funds to vendors.
17. Responsible for proper classification of expenses from restricted funds in the general ledger and the financial statements.
18. Responsible for proper accounting of all financial aid programs - federal, state and local.
19. Responsible for filing and reporting federal cash transaction reports which includes ensuring that an adequate level of cash is maintained to operate federal projects.
20. Approve requisitions, advise program directors of their funds' financial position, and recommend budget revisions.
21. Responsible for making projections of expenditures for all grants, so appropriate actions are taken by project directors.

22. Ensure proper processing of restricted fund purchase orders.
23. Responsible for establishing annual budgets for all restricted funds.
24. Assist in submitting new and existing applications for Federal, State, and Local grants to respected agencies, including discretionary and Carl Perkins grant.
25. Assist with payroll accounting including the preparation of quarterly and annual tax reports.
26. Responsible for overseeing W-2 and 1099 forms preparation at year-end.
27. Answer questions from departments regarding departmental budgets and accounting procedures.
28. Introduce innovative ideas to continually improve internal controls and accounting procedures.
29. Monitor compliance with the Davis-Bacon act on any federally funded construction projects to ensure that prevailing wages are paid to all laborers.
30. Prepare and maintain an accounting procedures manual.
31. Performs all duties with the utmost confidentiality as most activities and transactions of the office are of a sensitive and confidential nature.
32. Performs other duties as assigned by the Comptroller.

SUPERVISION RECEIVED: Reports to the Comptroller

SUPERVISION EXERCISED: None

QUALIFICATION STANDARDS:

Education:

Bachelor's degree in Business Administration with at least 18 credit hours in accounting.

Experience:

Four years work experience in an accounting related position with a private, public or governmental entity; experience in governmental accounting preferred.

LICENSES: N/A

SKILLS, KNOWLEDGE AND ABILITIES:

Current knowledge of Generally Accepted Accounting Principles and other industry guides including GASB statements 34 & 35.

Strong analytical skills required.

Knowledge of cash handling safeguards, cash transactions and other related controls.

Knowledge handling grant drawdowns.

Knowledge of budget building and monitoring.

Experience handling internet based transactions.

Knowledge of payroll related reports and forms.

Strong skills in the use of personal computer software such as Microsoft Office.

Experience using information systems in particular SCT's FRS, HRS, & SIS.

Skilled in the use of office machines such as 10 key calculators, fax machine and copier.

Ability to handle multiple tasks in different areas.

Maintain pleasant attitude among employees.

Individual must be proactive and initiate action as needed.

Ability to prioritize assignments to meet deadlines.

Work other than regular hours, weekends and holidays when required.

SKILL TESTS REQUIRED: N/A

ACKNOWLEDGMENT: The undersigned have jointly read, discussed, and understood the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employee's Signature & Date

Supervisor's Signature & Date

Printed Name

Printed Name

Printed Title

Printed Title