

ACCOUNTANT

DEFINITION:

Under general supervision, to perform professional accounting work related to the preparation and maintenance of College accounting procedures and records; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an experienced professional accounting class, in which incumbents are expected to independently perform the full range of accounting duties. This class is distinguished from Senior Accountant which performs more advanced and technical professional accounting.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Reviews accounting documents to ensure accuracy of information and calculations and makes correcting entries;
- Examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and state and federal regulations;
- Prepares and maintains control and subsidiary accounting records involving a variety of transactions and accounts;
- Prepares trial balances and financial reports;
- Prepares journal entries and periodic reconciliations of general ledger, journal, subsidiary accounts, credit card and bank statements;
- Compiles and prepares financial statements, general and subsidiary ledgers and supporting schedules;
- Maintains expenditure and budgetary control accounts;
- Prepares accounts payables warrants and remittance advice for mailing;
- Prepares health benefits and retiree refunds for payment'
- Prepares billings to outside agencies for services provided by the college;
- Maintains a database of bad debt accounts; sends to collection as appropriate;

