



VERMONT STATE COLLEGES

**STAFF ACCOUNTANT/LSC
VSC UP - PAT Bargaining Unit**

**GRADE 11
EXEMPT**

BASIC FUNCTION

To perform central accounting and administrative support for the Business Office accounting functions.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Perform accounting functions for the Lyndon State College Business Office, including responsibilities in Accounts Payable, Student Accounts, Purchasing, General Ledger, and Budgeting.
- Assist the Controller in preparing and analyzing the required financial reports. Perform various accounting activities, including balance and reconcile various accounts, maintain accounting files and records, prepare regular and special accounting reports, prepare and post journal entries, and assist with preparation of audit materials for financial analysis and reporting tasks.
- Perform various general accounting duties for college grants and contracts including preparation of budgets, internal management reports, and reports of governmental agencies, contracting agencies, private foundations, etc.
- Issue and monitor status of purchase orders. Provide research and support to departments for major purchases.
- Perform duties of purchase card administrator for Lyndon State College.
- Prepare detailed analysis of various items of expense including, but not limited to, utilities, equipment, supplies, etc. Confirm accurate billing from vendors. Recommend changes for cost reduction and efficiency.
- Assist in Student Accounts in the financial clearance process, creating payment plans, AR collections, academic field trips and Perkins Loan administration, as well as other duties involving customer service and student accounts.
- Perform other Business Office functions as assigned.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

Direct supervision is received from the Controller.

MINIMUM QUALIFICATIONS

Bachelors degree in accounting, finance or other appropriate discipline, plus three to four years of relevant technical experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills in accounting principles and methods, including fund/non-profit accounting systems.
- Relevant experience in the design, implementation and maintenance of automated accounting and financial management systems.
- Strong analytical and problem-solving skills.
- Good planning, time/resource management and administrative skills
- Ability to deal effectively with a wide range of individuals/organizations inside and outside of the VSC.
- Knowledge of grant administration is a plus.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.