



Job Classification Description

**Senior Staff Accountant
Non-Bargaining Unit**

**Grade 13
Exempt**

BASIC FUNCTION

Perform complex and technical accounting functions in support of the Systems Office and the consolidated financial reporting process in support of the VSC Controller and the Chief Financial Office.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Prepares reviews and processes System Office accounts payable and accounts receivable as required.
- Implement and administer accounting functions within the VSC Systems Office.
- Prepare, analyze and discuss monthly Statement of Net Assets accounts in the System Office.
- Prepare, analyze and discuss monthly Statement of Revenue, Expense and Change in Net Assets accounts in the System Office.
- Prepare, analyze and discuss significant deviations in the monthly departmental actual operating expenses from the monthly budget.
- Prepare and monitor the VSC system wide financial statement consolidation and reporting.
- Analysis and discuss significant deviations in the consolidated actual operating expenses from the Board approved budget.
- Maintain financial records and reports associated with the administration of all System grants and contracts.
- Confer regularly with the VSC Controller and/or the Chief Financial Officer to review and /or evaluate the accounting functions in relationship to GASB requirements.
- Assist the Controller and/or the Chief Financial Officer in the development and dissemination of the entity budgets and /or budget requirements.
- Monitor and report on purchases relating to Board Policy 415.
- Other related accounting duties as assigned.

Supervision Received

Regular work is performed with considerable independence within guidelines of rules and regulations and objectives and deadlines established by the Controller and/or the Chief Financial Officer

Supervision Exercised

Functional supervision, direct and indirect, is exercised as directed

Minimum Qualifications

Graduation from a four-year college or university with a major in accounting, finance or business with advance degree desirable, plus 5 to 7 years relevant experience in either a GASB or FASB organization. Excellent communication skills, strong analytical and opportunity identification skills are required.