



## Job Classification Description

**STAFF ACCOUNTANT II/JSC**  
**Non-Bargaining Unit**

**GRADE 12**  
**Exempt**

### **BASIC FUNCTION**

Perform central accounting support for the Business Office accounting functions, as well as manage the administration of grant programs in accordance with state and federal requirements, and monitor and ensure financial accountability for grants administration.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Perform accounting functions, including monthly closing and reconciling of various accounts, maintaining accounting files and records, preparing standard and special accounting reports, and preparing and posting Journal Entries.
- Assist Controller with preparation of quarter close and year-end audit procedures and materials for financial reporting and analysis, as well as other accounting tasks.
- Manage general College grant program in coordination with grant managers to ensure compliance with regulations and grant requirements; prepare financial reports as required.
- Train grant and budget managers involved with the grants process on all administrative requirements and meet regularly with these individuals to ensure ongoing compliance.
- Assist with the development and implementation of internal processes and procedures related to the administration of grants.
- Perform back-up duties for Payroll processing, assisting with payroll forms and information requests as needed by direction of supervisor.
- Perform other duties as assigned.

### **SUPERVISION EXERCISED**

None

### **SUPERVISION RECEIVED**

General supervision is received from the Controller.

## **MINIMUM QUALIFICATIONS**

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

- Knowledge of grant administration and relevant state and federal regulations.
- 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, administrative and supervisory skills
- Payroll processing experience.
- Ability to deal effectively with a wide range of individuals/groups inside and outside of the VSC.

**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.**