



## Job Classification Description

### **STAFF ACCOUNTANT II/VTC VSC UP SUP BARGAINING UNIT**

**GRADE 12  
EXEMPT**

#### **BASIC FUNCTION**

Oversee College cash receipts, student accounts and other receivables. Perform accounting and financial functions for Federal Student Financial Aid Funds, Perkins Loan Fund, Endowment Fund and Restricted Gifts. May act on behalf of Controller in his/her absence.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Manage College business operations relating to cash receipts, student accounts and other receivables; monitor and evaluate the specific functions, systems and services in these areas, including billing accounts receivable and collections. Play a key role in developing and modifying systems/services in accordance with College and VSC needs and objectives, as well as government regulations.
- Supervise two staff members in the College Business Office. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work and resolve problems.
- Perform a wide range of accounting functions in all assigned areas of responsibility, including account balancing and reconciliations, preparation of regular and special accounting reports, cash management tasks, operating policies, procedures and methods.
- Monitor all receivable activities regularly and investigate potential collection problems.
- Maintain and update transaction codes for account numbers and receivable types for the non-student receivables.
- Review and approve Federal Title IV Refund calculations and other major or unusual transactions or reports.
- Monitor use of Federal Student Aid Funds, including the Direct Loan Fund, and draw down federal funds from the Department of Education G5 site.
- Develop and maintain TouchNet Marketplace storefronts.
- Develop budgets for endowed and restricted funds and work closely with Director of Financial Aid in monitoring expenditures. Prepare Perkins Loan collection projections and determine level of lending for the coming year.
- Quarterly reconciliation of Raiser's Edge software to the general ledger, work with Director of Development on fundraising reports. Act as resource to Director of Development in preparation for establishing new gifts or funds and recording gifts in kind.

- Assist with preparation for annual external audit; prepare majority of audit schedules for VTC, AHP & VIT; draft quarterly reports for VIT.

### **SUPERVISION RECEIVED**

Regular work is performed with considerable independence within guidelines of Generally Accepted Accounting Principles (GAAP) and Federal regulations and objectives and deadlines established by the Controller.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of two staff members within assigned areas of the Business Office.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in business, accounting or other appropriate discipline, plus five to seven years of relevant 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, administrative and supervisory skills
- 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.**