



Job Classification Description

**STAFF ACCOUNT/JSC
Non-Bargaining Unit**

**Grade 11
Exempt**

Basic Function

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

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Perform accounting functions for the Johnson State College Business Office. Perform various accounting activities, including balance and reconcile various accounts, maintain accounting files and records, prepare regular and special accounting reports, and assist with preparation of audit materials for financial analyses 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 entities, private foundations, etc.
- Post Journal Entries into the system after they are approved.
- Assist/backup the Payroll Director in the weekly payroll functions during high volume periods and in the absence of the Payroll Director.
- Assist the Controller in preparing and analyzing the required financial reports monthly, quarterly and yearly.

SUPERVISION RECEIVED

General supervision is received from the Controller.

MINIMUM QUALIFICATIONS

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

- Broad base of technical knowledge and skills related to accounting principles and methods, including payable, receivables, and collection, with experience in fund accounting and financial statement preparation.
- Some background in financial analysis desirable; strong analytical skills.
- Familiarity with Datatel, Excel and financial reporting software, along with familiarity with budgeting/financial reporting in a college environment.
- Ability to deal effectively with a wide variety of college personnel, as well as individuals/organizations outside the VSC system.
- Knowledge of grant administration.

This general outline illustrates the type of work which 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.