



Job Classification Description

STAFF ACCOUNTANT/OFFICE OF THE CHANCELLOR Non-Bargaining Unit

**Grade 11
Exempt**

BASIC FUNCTION

To perform all daily central cash management for the VSC and to assist with related short and intermediate term investments. To perform central accounting and administrative support for all VSC capital projects and to perform accounting functions for the VSC system offices and services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- * Perform all central cash management for the VSC; work with banks and the Colleges to determine balances and assure coverage of expenditure commitments, and shift funds as necessary in order to maintain requisite financial stability across the VSC.
- * Determine options and solicit bids for short and intermediate term investments in order to optimize return on available VSC cash; work with the Controller to reach and execute investment decisions.
- * Maintain cash management and investment records, gather and analyze information, and prepare special as well as periodic System reports, including the monthly "VSC Cash and Investment Report" for review by the Board of Trustees.
- * Perform accounting functions for the Chancellor's Office and other system programs and services; process revenue receipts and related bank deposits, process invoices and other payments and address a wide range of related matters on a daily basis; 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; oversee accounts payable, bank reconciliations and other accounting functions performed by clerical staff.
- * Assist the Director of Facilities with management of VSC capital projects; maintain capitol budget information and correspondence files, assist with preparation of capital materials, the evaluation of college requests, and the "Quarterly Capital Project Status Report" to the Chancellor and the Board of Trustees, track and reconcile approved capital project budgets and process payments between the colleges, Office of the Chancellor ,

- * Department of State Buildings, and provide other project accounting support such as Plant Fund reconciliations, transfers, change orders, spending compliance.
- * Maintain a variety of files and records related to assigned accounting functions.
- * Confer regularly with immediate supervisor and other VSC personnel to plan and coordinate activities, exchange information, investigate and resolve problems.
- * Perform other duties as assigned.

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 payables, receivables, and collection, with experience in fund accounting and financial statement preparation.
- * Some background in financial analysis desirable; strong analytical skills.
- * Good basic supervisory skills.
- * Familiarity with personal computer applications relevant to assigned accounting functions desirable.
- * Ability to deal effectively with a wide variety of college personnel, as well as individuals/organizations outside the VSC system.

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.