



Job Classification Description

STAFF ACCOUNTANT
Non-Bargaining Unit

GRADE 11
Exempt

BASIC FUNCTION

To provide technical accounting functions, manage financial records and create reports for grants and contracts at Vermont Technical College in accordance with state and federal regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Monitor and ensure financial accountability for grants and contract administration.
- Assist Director of Accounting Services with related accounting functions to include but not limited to: monthly closing of fiscal records and reports; prepare JEs; and reconcile multiple account.
- Perform technical accounting functions, manage financial records and create reports for grants and contracts at Vermont Technical College in accordance with state and federal regulations.
- Initiate reimbursement requests and monitor A/R for grants and contracts.
- Assist Budget Managers with budget formulation and execution.
- Prepare monthly, quarterly, and annual financial reports on grants and other related activities, to include audit schedules.
- Perform back-up duties for Payroll processing.
- Assist with payroll forms and information requests.
- Provide assistance to other Business Office staff
- Perform other duties as assigned.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

General supervision is received from the Director of Accounting Services and/or other senior members of the Business Office staff.

MINIMUM QUALIFICATIONS

Bachelors degree in accounting, finance or other appropriate discipline , plus three to four years of relevant technical 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.