

SOWELA

ACCOUNTANT

Position Summary:

This position, which reports directly to the Controller, will perform accounting and budget work for both the College and the Foundation. The position's responsibilities will include review of travel documents for proper documentation and compliance with all policies and regulations; preparation of various general ledger account reconciliations; preparation of adjusting journal entries; preparation, review, and analysis of accounting detail and schedules needed for the College's Annual Financial Report; preparation and delivery of campus departmental training on compliance matters and the Banner Finance system; assistance with the development and implementation of the College's annual budget; analysis of revenue and expenditure variances; and various other accounting duties as assigned by the Controller and the Vice Chancellor of Finance.

Essential Duties and Responsibilities:

- Perform thorough compliance review of all travel requests and reimbursement claims for compliance with all policies and regulations prior to submission to Accounts Payable for payment. Maintain a current, in-depth knowledge of all regulations applicable to travel and must collaborate with the Facilities Department to ensure that the College is in compliance with all state vehicle usage regulations.
- Communicate effectively with faculty, staff, and student travelers in order to request required documentation and justification for reimbursements.
- Identify potential issues with requested purchases/reimbursements and correct them within policy guidelines.
- Assist in development of training materials and conduct training sessions for campus departmental personnel. Topics to include travel regulatory compliance; Banner Finance system features and use; and other subjects as assigned.
- Assist Travel and Purchasing Program Administrator with extraction of travel and purchasing card expense transactions from Bank of America WORKS, preparation of journal entries, upload into Banner Finance system and reconciliation on monthly basis.
- Complete and/or review business transaction documents (i.e., requisitions, disbursement vouchers, travel authorization, expense forms, and Purchasing Card transactions) for compliance with College, State and other applicable policies and procedures including business purpose, appropriate use of funds, correct coding, available funds, and proper supporting documentation.
- Reconcile invoices with payments prior to release of payments.
- Assist in monitoring and recording payments for public works contracts and reconciling retainage accounts monthly.
- Support the accounting and control function by performing account analysis and reviews, account reconciliations, journal entries, and internal and external reporting.

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- Monitor, review, and reconcile purchases posted to the finance and fixed asset systems to ensure compliance with property control and fixed asset capitalization and depreciation policies. Prepare fixed asset and depreciation schedules for the Annual Financial Report.
- Perform accounting functions for the SOWELA Technical Community College Foundation, including posting of journal entries, preparation of donor statements, and preparation of financial reports as requested by the Foundation Board. Assist Controller with providing information to the external auditor during the annual audit of the Foundation's books.
- Assists with the development of the College's annual operating budget and assists with preparation of the College's annual budget report.
- Assist the Controller with providing information to the external auditors to facilitate timely completion of the SOWELA audit. Prepare schedules, reports, and reconciliations requested by the audit team in a timely and accurate manner. Address audit questions and provide comments in a timely and professional manner.
- Perform any other duties assigned by the Controller or Vice Chancellor of Finance.

Minimum Qualifications:

- Bachelor's Degree in accounting, finance or equivalent is required.

PREFERRED QUALIFICATIONS:

- Certified Public Accountant and/or a Master's Degree

Required Knowledge, Skills and Abilities:

- Outstanding organizational and time-management skills, and the ability to manage multiple complex projects simultaneously.
- Excellent analytical skills and the ability to resolve problems creatively, using sound judgment while staying within policies.
- Proficiency in MS Office Suite, particularly Outlook, Word, and Excel, with the ability to quickly learn and use new software programs with minimal supervision and training.
- Ability to work effectively within a team environment as well as independently.
- Excellent interpersonal skills and the ability to communicate effectively and work collaboratively with diverse groups of faculty, staff and students.
- Attention to detail, ability to process and follow complex verbal instructions, and commitment to quality of output.
- Thorough working knowledge and consistent usage of professionally appropriate grammar, spelling, and punctuation.

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- Ability to perform the essential duties of the position within time constraints and through multiple interruptions.
- Ability to be forward thinking and anticipate problems and solutions.

Physical Requirements / Efforts:

In order to comply with the requirements of the Americans with Disabilities Act, all employees are asked to read and acknowledge the information below:

- Use a computer for composing, storing, and retrieving information.
- Communicate clearly and concisely, both verbally and in writing.
- Perform basic mathematical computations needed to complete assignments.
- Read and interpret computer printouts and numerical data which may be in very small print.
- Plan, organize, and prioritize job duties in order to meet deadlines.
- Reach, stoop, kneel, and crouch as required for filing and storage of office supplies and other work-related equipment.
- Lift and move items weighing up to 20 pounds.
- Work a regular Monday through Friday schedule of eight hours per day and occasional weekends and overtime as may be required.

Reasonable accommodations may be requested and made to enable individuals with disabilities to perform the essential job duties.

Please apply at: <https://sowela.csod.com/ats/careersite/JobDetails.aspx?id=68&site=2>