

POSITION DESCRIPTION

TITLE: Accountant – (Part-Time, Contingent)

Collective Bargaining – Ineligible – Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The part-time Accountant reports directly to the AVP of Finance. This is a very responsible position that requires minimal supervision, accuracy with figures, and good analytical skills. Major responsibilities include the following: assist in preparation of fiscal year end closing procedures, year-end required journal entries, work with independent financial auditing firm, and various other accounting job functions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Assists Accounting team with the preparation of year-end closing journal entries and audit work papers for SMCM and HSMCC.
- Assists the Accounting team with fiscal year end closing procedures to include but not limited to:
 - Prepares journal entries for necessary financial entries in accordance with GAAP and GASB regulations.
 - Reviews general ledger for necessary year end accounting journal entries.
 - Records fixed assets, depreciation and capitalization.
 - Prepares year-end financial statements.
- Prepares items as requested for the independent financial auditors.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in accounting or similar discipline required. Master's degree in accounting or similar discipline preferred.
- Experience: Minimum of two years accounting experience including mainframe-based automated financial accounting systems.
- An understanding of principles of accounting, including fund accounting, GASB regulations and GAAP for higher education.
- Organizational skills, judgment, initiative, tact and sensitivity to requirements of working with confidential data.

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- Quantitative skills/aptitude.
- Proficiency with word processing and spreadsheet applications in the Windows environment required.
- Effective verbal and written communication skills.
- Ability to resolve problems and make quick and accurate calculations.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.