

SENIOR ACCOUNTING CLERK

Job Description

CATEGORY: CLERICAL
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 34

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Performs general accounting functions including the supervision and reconciliation of finance processes, implementation of related policies and procedures, and oversight and coordination of the work activities of the financial services unit to ensure the accuracy and reliability of financial transactions, with minimal guidance and direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconciles and balances accounts and provides complex problem resolution. Researches, analyzes and corrects financial transactions in the finance system and/or other applicable database systems.
- Assists with the implementation of business processes. Provides assistance to department staff. Trains, guides, prioritizes assignments and reviews the work of staff. Functions as technical resource regarding accounting principles and procedures and the application of federal and state rules and regulations.
- Compiles summary reports with analysis and recommendations. Performs production and maintenance of control reports. Prepares and utilizes exception reports to resolve issues and interpret data. Oversees reporting and transmittal of information to external agencies in area of responsibility.
- Consults with and provides assistance to management regarding policies and procedures related to area of responsibility. Assists in researching, developing and interpreting administrative policies and procedures for district-wide finance processes. Develops documentation as required. Applies knowledge of multiple federal and state rules and regulations to maintain compliance.
- Assists with year-end closing for area of responsibility. Monitors dates and ensures staff is aware and comply with closing timelines. Assists auditors with annual audit.
- Uses computer and various software programs to input, maintain, research, and retrieve information. Interprets programming scripts, and performs testing of systems to determine reliability of relational databases. Searches for anomalies in programs and coordinates edits/changes with appropriate personnel. Makes recommendations for improvements to systems and processes. Maintains integrity of data through frequent monitoring and adjusting of balances in various forms and tables.

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- Communicates technical and confidential student and financial information to college staff, student employees, and vendors and outside entities. Responds to and resolves internal and external questions and concerns.
- Maintains updated knowledge of regulatory policies and procedures affecting area of responsibility and stays current with responsibilities through self-directed reading.
- Performs regular accounting functions as assigned in such areas as contracts and grants, payroll operations, financial aid, treasury, receivable and payable and general accounting. Functions may include, but are not limited to, preparing financial schedules and/or reports, balancing banking accounts, establishing systems for tracking accounting codes/transactions and reconciling vendor accounts and processing requisitions, refunds and accounts receivable collections.
- Makes computations, verifications and journal entries. Verifies the accuracy of journal entries and account coding to ensure proper relationships throughout the accounting structure. Enters and posts journal entries into computerized ledger system. Maintains an accurate history of records in accordance with policies and procedures.
- Reviews and processes general accounting, accounts payable or receivable transactions, including travel or bond expenses that may be contested or complicated; reviews documentation to determine dollars owed to vendors and processes transactions.
- Designs, coordinates and maintains operations specific to the department's financial functions. May serve as subject matter expert in development of new processes. Prepares and submits billings and maintains records on payments related to particular area of responsibility.
- Enters and monitors data related to area of assignment such as scholarships and financial aid, accounts payable or receivable, contract payments, etc.
- Coordinates, monitors and reconciles accounting processes performed by subcontractors, department clerks and other college staff.
- Develops and maintains positive working relationships and responds to requests for financial information from administrators, auditors, departmental clerks, other accounting staff, contractors, outside agencies and other entities.
- Performs general office duties including logging materials and data, filing and other record keeping functions.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions; prepares and sends invoices as necessary; receives and verifies invoices.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Prepares vouchers, invoices, account statements, reports, spreadsheets, and other records.
- Ensures the security of the College's funds by keeping monies and financial records recorded, locked, and secure from unauthorized access.
- Promotes a positive image of the College when handling customer/client problems by treating each individual with respect and resolving their concerns/complaints in a professional manner.
- Conducts general administrative duties such as answering phones, greeting visitors, assisting employees, and responding to phone calls; assists students via web-site, email, telephone, and one-on-one.
- Handles sensitive and extensive confidential information.

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- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be able to accurately account for monies and receipts collected for the College using established accounting procedures.
- Must have exceptional aptitude in accounting procedures, tested and proven clerical aptitude to include complex filing systems, accurate keyboarding, knowledge of accounting systems, and 10-key calculator by touch skills.
- The ability to learn, apply, and communicate policies, procedures, and regulations relevant to assigned account functions and make basic mathematical computations rapidly and accurately are required.
- A working knowledge of spreadsheets, word processing and other business software applications is required.
- Ability to grasp concepts and procedures quickly.
- Strong detail orientation and ability to multi-task with little direct supervision.
- Strong judgment, decisiveness, interpersonal skills to work effectively with employees at all levels of the organization.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Cooperation team player in a diverse working environment.
- Ability to thrive in a fast-paced, customer-service oriented collaborative team environment.
- Excellent customer service skills and interpersonal skills.

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- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- An Associate's degree or higher in Accounting or in a related field of business from an accredited college or university.
- Three (3) years of business services work experience, which includes processing complex financial transactions, recordkeeping and preparation of monthly, quarterly and/or annual reporting is required.

PREFERRED EDUCATION AND EXPERIENCE

- Experience using finance module of Colleague or another accounting/finance module of another similar student oriented enterprise system.

CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an Associate's degree or higher in Accounting or in a related field of business from an accredited college or university?
 - Yes
 - No
3. *Do you have at least three (3) years of business services work experience, which includes processing complex financial transactions, recordkeeping and preparation of monthly, quarterly and/or annual reporting?
 - Yes
 - No
4. Do you have experience using finance module of Colleague or another accounting/finance module of another similar student oriented enterprise system?
 - Yes
 - No