



## Senior Accountant

Business and Financial Services

BFS/3

### JOB SUMMARY

This position performs accounting duties related to a variety of department functions.

### MAJOR DUTIES

- Processes accounts payable; prepares payments; corresponds with vendors to resolve problems; balances related accounts; maintains files.
- Maintains the PeopleSoft Financial software system; installs updates and resolves problems.
- Processes month-end closing of the financial system.
- Processes year-end closing of the financial system.
- Reconciles general ledger accounts.
- Serves as liaison to software vendors.
- Processes 1099 reports.
- Processes payment requests from the Department of Education.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of college policies and procedures.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Assistant Vice President assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include GAAP, software users guidelines, IRS publications, Board of Regents policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform accounting duties associated with a variety of department operations. Success in this position contributes to the efficiency, effectiveness and accuracy of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, bank representatives, auditors, students, parents, software vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.