



JOB DESCRIPTIONS

POSITION TITLE: Director of Accounting

DEPARTMENT: Administrative

FLSA: Exempt

REPORT TO: Vice President of Administrative and Student Services

POSITION SUMMARY: To coordinate and implement the day to day operations, planning and management of the Business Affairs Office to include Accounts Payable, General Ledger, Cash Receipting, Payroll and Capital Assets Accountability.

ESSENIAL JOB FUNCTIONS:

1. To manage the accounting and finance areas of the Business Affairs Office i.e. Accounts Payable, General Ledger, Cashiering/Accounts Receivable, Payroll, Capital Assets, Switchboard and Grants and Contracts.
2. To serve as point of contact for Business Office operations.
3. To assist the Vice President of Administrative and Student Services with investment analysis and cash flow projections.
To reconcile all college bank statements.
4. To assist in the performance of banking services for the college such as stop payments, transfer between accounts, requests for research, credit card authorizations, etc.
5. To collect and verify payroll direct deposit authorization and upload direct deposit file for monthly payroll.
6. To assist in the reconciliation of financial aid grants and contracts between general ledger and Student Financial Services and perform reconciliation of federal funds between DOE G-5 System and General Ledger.
7. To monitor the daily receipts of cash and disbursements of expenditures.
8. To coordinate with the Vice President of Administrative and Student Services, the authorization of Grants and Contracts before initiating a General Ledger Budget.
9. To prepare all special reports required by Post Secondary, State Department of Education and other state and local agencies, as well as annual financial statements and budgets.
10. To assist with reconciliations of federal funds between GAPS System and general ledger.
11. To prepare managerial reports for the Vice President of Administrative and Student Services and the President.
12. To work with External Auditors.
13. To perform other duties and responsibilities as assigned by the Vice President of Administrative and Student Services.



JOB DESCRIPTION

POSITION TITLE: INTERNAL AUDITOR

DEPARTMENT: Student Services

FLSA: Exempt

REPORT TO: President

POSITION SUMMARY: To ensure compliance with local, state and federal policies and guidelines by performing internal audits.

ESSENTIAL JOB FUNCTIONS:

1. Develop and maintain a schedule of audits to be performed for compliance on grants, contracts and evaluate internal control.
2. Perform regular audits as dictated by the audit schedule as well as perform compliance audits based on risk assessments.
3. Coordinate all external audits and work closely with external auditors on campus.
4. Ability to understand and command a working knowledge of the college student and financial systems software.
5. Prepare all bank reconciliations and prepare journal entries for month end closing.
6. Work with the Director of Accounting to ensure all reconciliations performed for monthly, quarterly, and year end general ledger closings.
7. Assist and prepare periodic and special financial reports for managerial purposes.
8. Maintain access to the on-line banking programs.
9. Collect and verify payroll direct deposit authorization and assist with the upload of the direct deposit file to bank for monthly payroll.
10. Prepare a monthly written report on unusual situation and or financial issues for the President.
11. Evaluate internal control in the Business Office as well as all aspects of the fiscal affairs.
12. Reconcile financial aid grants and contracts between general ledger and financial aid office.
13. Supervise and maintain the inventory of all fixed assets, to include land, buildings and equipment.
14. Prepare and reconciliation of fixed asset subsidiary balances with the appropriate general ledger control accounts.
15. Serve on college committees as assigned by supervisor.
16. Ability to respond to requests from management, as well as local, state and federal agencies.
17. Perform other job related duties as assigned by the supervisor to complete professional development or teaching assignments.



JOB DESCRIPTION

POSITION TITLE: ACCOUNTS PAYABLE MANAGER

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The Accounts Payable Manager is responsible for the disbursement of funds in the procurement of goods, materials and supplies and the payment of the college's expenditures.

ESSENTIAL JOB FUNCTIONS:

1. Prints and process all accounts payable checks in the Business Office, except Payroll.
2. Prepares documentation for disbursements before submitting to the Director of Accounting for approval to pay.
3. Enter invoices into the computer system for payment so that appropriate discounts can be taken, and checks can be printed timely.
4. Maintain the accounts payable file according to the **Business Office Procedures Manual** for audit purposes with adequate documentation.
5. Maintain files for maintenance agreements, bids, capital purchases, and Energy Costs for reporting as well as audit request.
6. Cross train as cashier in the absence of the cashier.
7. Assist cashier with maintaining the vendor code file on finance system.
8. Distribute and collect Vendor Disclosure Statements for qualified vendors.
9. Issue 1099's to qualified vendors of record at year-end.
10. Perform other duties as assigned by the Director of Accounting.



JOB DESCRIPTION

POSITION TITLE: ACCOUNTS RECEIVABLE MANAGER/STUDENT RECEIVABLES ACCOUNTANT

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The Accounts Receivable Manager is responsible for preparing invoices for account billings and the collections of outstanding of all college funds.

ESSENTIAL JOB FUNCTIONS:

1. Prepare Accounts Receivables billings on a regular basis for Third Party Billings as required in ARPI.
2. Work closely with TMS (Tuition Management System) monitoring student payments.
3. Prepare the monthly receipting of students TMS payment and monitor limits on FASAM.
4. Setup returning TMS student on SRSAM with limits.
5. Prepare Return of Title IV calculations for students withdrawing from LSCC.
6. Prepare 1098T's and upload to Fire Start.
7. Review student outstanding charges and apply processing holds.
8. Prepare student billings.
9. Process student refunds.
10. Maintain a log of types of checks printed and which campuses checks sent.
11. Maintain the Financial Aid Code File Maintenance while creating the Financial Aid Codes to interface with the Financial Aid Disbursement.
12. Coordinate with Student Financial Service to produce and distribute all Financial Aid checks.
13. Prepare sales tax reports of tax payment monthly.
14. Prepare monthly updates to Corporate Services (Bessemer) on outstanding invoices.
15. Email Alabama Vocational Rehabilitation Services (Myra Shamburger) monthly on unpaid accounts.
16. Maintain Dorm applications and records.
17. Maintain a spreadsheet of new applicants for the Dorm.
18. Assist students with Business Office issues.
19. Assist /backup Cashier as needed.
20. Assist in Bookstore and Cafeteria when needed.
21. Serve on Standing Committee as assigned.
22. Perform other duties as assigned by the Director of Accounting.



JOB DESCRIPTION

POSITION TITLE: CASHIER (BESSEMER CAMPUS)

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The Cashier is responsible for the collections of tuition and fees and students charges primarily for the Bessemer Campus.

ESSENTIAL JOB FUNCTIONS:

1. Primary function is to receipt and verify all cash received in the Business Affairs Office from all sources.
2. Receive cash and checks brought to the cashier's window and issue a receipt immediately.
3. Prepare deposits for all cash and checks received.
4. Maintain files for cash receipt documentation as described in the **Business Office Procedures Manuel** for reconciliation and audit purposes.
5. Coordinate disbursement of Financial Aid checks (Bessemer Campus).
6. Maintain student's requests for refunds during registration and from third party payments.
7. Assist in the Bookstore when needed.
8. Perform other duties as assigned by the Director of Accounting.



JOB DESCRIPTION

POSITION TITLE: CASHIER (BIRMINGHAM CAMPUS)

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The Cashier on the Birmingham Campus is responsible for the collection of student and cash receipts and all bank deposits from whatever sources.

ESSENTIAL JOB FUNCTIONS:

1. Primary function is to receipt and verify all cash received in the Business Affairs Office from all sources.
2. Receive cash and checks brought to the cashier's window and issue a receipt immediately.
3. Prepare deposits for all cash and checks received and reconcile deposits with the cash receipts report. Depositing cash and checks in tact daily.
4. Maintain files for cash receipt documentation as described in the **Business Office Procedures Manual** for reconciliation and audit purposes.
5. Maintain documentation for petty cash disbursements and request reimbursement for the petty cash fund as needed.
6. Maintain record of bad check, forwarding return checks for collection.
7. Enter all requisitions to the financial system to generate purchase orders for appropriate signature.
8. Maintain the vendor file on the computer system.
9. Assist Accountant with student receivable billing coordinate disbursement of financial aid checks.
10. Perform other duties as assigned by the Director of Accounting.



JOB DESCRIPTION

POSITION TITLE: GENERAL LEDGER ACCOUNTANT

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The General Ledger Accountant is responsible for monitoring and recording all budgets except restricted fund budgets as well as regular maintenance and upkeep of the general ledger.

ESSENTIAL JOB FUNCTIONS:

1. Maintain the Financial Accounting System's Chart of Accounts in accordance with the Department of Post Secondary Education Policy.
2. Review unrestricted budgets and budget revisions.
3. Daily update the General Ledger Journal Interface (GLJIF), General Ledger Journal Entry (GLJEL), and General Ledger Post Encumbrance Entry (GLPEE).
4. Distribute individual budget reports periodically.
5. Set up new budgets.
6. Input projected budgets.
7. Review requisitions for auxiliary services and plant funds.
8. Make necessary transfers for Student Activities, Facilities and Athletics.
9. Track Bond Surety Fees and prepare pay requests for bond fee payments.
10. Prepare pay requests for Student Insurance.
11. Maintain and set up user rights for Budget Centers and Online Budget Reviews.
12. Perform training for budget managers to use on line budget function.
13. Perform other duties as assigned by the Director of Accounting



JOB DESCRIPTION

POSITION TITLE: GRANTS AND CONTRACTS ACCOUNTANT

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The Grants and Contract Accountant is responsible for the maintenance of budgets and reporting for externally funded grants and contracts.

ESSENTIAL JOB FUNCTIONS:

1. Review requisitions for Restricted Fund expenses for compliance with the available Budget Grant Award then forwards it to the Director of Accounting for approval.
2. Ensure proper documentation of all cash receipts and expenditures on grants and contracts.
3. Responsible for preparing the draw- down of federal, state and local grants and contracts.
4. Prepare budget set up for all new, approved grants; and create carryover budgets for approved budgets.
5. Prepare cash need projections for Dept of Education (GAPS) Grants monthly.
6. Prepare cash requests for all grants and contracts on required reporting cycle.
7. Review Restricted Budgets and budget revisions.
8. Prepare quarterly reports in compliance with all grants and contracts.
9. Prepare regular reconciliations between general ledger and granting agencies
10. Distribute individual budget reports monthly.
11. Prepare journal entries for unemployment taxes and indirect cost expenses on all grants and contracts in accordance with grant budget.
12. Prepare regular adjusting entries on G/L month end closeout.
13. Reconcile Pell Grant transactions between Financial Aid Office and Business Affairs Office files.
14. Perform other duties as assigned by the Director of Accounting.



JOB DESCRIPTION

POSITION TITLE: INVENTORY CLERK

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The inventory clerk primary responsibility is to ensure that all property and equipment purchased by the college is properly tagged and inventoried.

1. Maintain the inventory of personal property of the college.
2. Maintain current data on the computer for all equipment at the time of purchase.
3. Tag and properly record all new equipment at the time of purchase.
4. Maintain and make available an accurate printout of the college personal property on a monthly, semi-annual, and annual basis.
5. Assist in record maintenance during the process of furniture and equipment transfers, movements, and disposal.
6. Serve as backup for purchase order processing and cashier functions.
7. Serve as mail clerk and maintain a record of postal cost by department.
8. The postal cost record must be completed by the 25th of each month.
8. Provide technical support for telephone service or contact outside vendor.
9. Provide new employees with telephones and instructions for use.
10. Responsible for ordering new telephone sets and setting employee extension.
11. Monitor AUDIX and trouble shoot problems as reported.
12. Perform other duties as assigned by the Director of Accounting.



JOB DESCRIPTION

POSITION TITLE: PAYROLL ACCOUNTANT

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The Payroll Accountant is responsible for the processing of all payroll transactions for monthly and college workstudy payroll.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the production of all payroll check for all college employees and work-study employees.
2. Inform new employees of available benefits and pay options.
3. Assist employees in completion of forms required for payroll deductions.
4. Secure documents as listed in the **Personnel Procedures Manual** from supervisors and employees to support the payroll file.
5. Maintain an accurate and current employee payroll roster.
6. Collect monthly payroll reports from supervisors and verify available leave for absences reported during the current pay period.
7. Process employee's payroll deduction change request.
8. Prepare payroll based on authorized payroll reports and approved leave records.
9. Maintain personnel and payroll file with documentation for all audits and legal requests.
10. Inform the Director of Accounting of discrepancies in payroll reporting and resolve problems before printing payroll checks
11. Reconcile payroll deduction reports with vendor's statements and prepare disbursements for the correct amount.
12. Remit payroll deductions to various vendors including FICA, Federal, State and Local occupational taxes.
13. Manage the unemployment claims by responding promptly to inquire from the unemployment office.
14. Maintain accurate records of leave benefits and over-time for all employees.
15. Prepare and distribute Employee Earnings Statements (W-2) annually.
16. Reconcile Pell Grant transactions between Financial Aid Office and Business Office files.
17. Perform other duties as assigned by the Director of Accounting.



JOB DESCRIPTION

POSITION TITLE: SWITCHBOARD OPERATOR

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The Switchboard Operator is primary point of contact for telephones calls for the campus.

1. Receive and direct incoming calls through the college's switchboard.
2. Provide information for public inquires.
3. Maintain a log of messages, and relate to designated parties verbally or written in a professional manner.
4. Summon the police department, fire department, ambulance, paramedic, or other emergency help as directed or necessary.
5. Maintain an updated telephone directory of employees and distribute periodically to all personnel.
6. Coordinate outgoing mail, and incoming faxes for the campus.
7. Prepare accounts payable checks for mailing.
8. Perform all other job related assignments as directed by the Director of Accounting.