



JOB DESCRIPTIONS

POSITION TITLE: Director of Accounting

DEPARTMENT: Administrative

FLSA: Exempt

REPORT TO: Vice President for 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.