

Saint Michael's College
Job Description

Job Title: Staff Accountant

Department: Finance

Supervisor or Manager: Shirley Goodell-Lackey, Controller

Date Created: 06/29/2011

Last Revised: 06/29/2011

FLSA Status: E

Approved by (print name): _____ **Signature:** _____

It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:

- Inquiries to department answered quickly, courteously, and correctly.
- Review expenditure transfers for accuracy and completeness and post in a timely manner.
- Accurate & timely monthly reconciliations of general ledger accounts.
- Accurate & timely preparation of various external annual reporting/surveys.
- Back up for Purchasing Card Manager including monthly emails to employees to meet deadlines, timely posting of monthly activity and review of activity for compliance.

Essential Duties and Responsibilities:

- Records, classifies, and summarizes financial transactions in accordance with generally accepted accounting principles.
- Compiles financial information and assists in the preparation of reports and surveys for various external entities, to include FISAP, IPEDs, NCAA Gender Equity Report, Capital Expenditures Survey, Information & Communication Technology Survey and various requirements related to SMC bonds.
- Applies a working knowledge of applicable laws and regulations and College policies and verifies documents for completeness and compliance with these laws and policies.
- Initiates and processes journal entries between various accounts.
- Reconciles accounts payable and miscellaneous accounts receivable sub-ledgers to the general ledger and resolves differences.
- Provides assistance on fixed asset accounting from year end journal entry preparation to recording assets in Depreciation Works.
- Provides information to faculty, staff, students and individuals or organizations external to the college community; explains accounting transactions; resolves accounting issues and discrepancies.
- Uses various software applications to assemble, manipulate and/or format data and/or reports.
- Posts charges to some miscellaneous receivables. Monitors miscellaneous receivables activity and follows up as necessary with the proper department to ensure payment is received.
- Coordinates the preparation of regularly scheduled special billings for SSE and Sodexo.
- Provides support to staff for the import, posting and review of daily A/R invoices.
- Imports, posts and reviews financial aid awards to the general ledger and works with Student Financial Services to resolve discrepancies.
- Prepares required schedules, analyses and footnotes for year-end financial statements, financial audit, A-133 federal funds audit and NCAA agreed-upon procedures.
- Maintains the Special Events receivable schedule, posts the receivable income to correct revenue accounts, monitors payment of receivables and activity in advance deposit liability. Follows up on aged receivables with the Assistant Director: Conference and Special Events.
- Prepares reconciliation of Title IV programs between general ledger postings and Financial Aid awards. Responsible for requesting funds owed to the College from the Department of Education through the G5 payment system. Communicates with Financial Aid personnel the amount of funds that can be transferred between programs according to Title IV regulations or over-awarded amounts that need to be reversed.
- Reviews balances in agency accounts and contacts account administrator to ensure overdrawn accounts are cleared.
- Reviews activity in various exchange/holding accounts to ensure activity is cleared in a timely basis.

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Job Title: Coordinator of Academic Programs

- Records all activity for bond investment and liability accounts to include calculation of monthly interest accrual.
- Posts monthly department charges for SMC Print Shop, Post Office and Bookstore.
- Compiles monthly Bookstore taxable sales and submits payment to State of Vermont. Reviews tax-exempt charges to ensure validity.
- Maintains schedule for Special Events used in preparation of Form 990T.

Secondary Responsibilities:

- Provides back-up to the Cashier and Purchase Card function.
- Assists with reviewing and posting of budget journal entries.

Positions Supervised:

- None

Position's Major Contacts:

- All members of the finance department
- Members of the college community, including students
- Employees of the bond trustee
- Employees in the Wire and ACH Departments at the College's Bank

Demonstrates Excellence in this Position:

- Shows strong commitment to Saint Michael's College and its mission.
- Works well as part of a team by assisting and supporting others in department.
- Desire to broaden knowledge and application of accounting standards and willingness to take on new and different tasks.
- Demonstrates flexibility in work schedule in order to meet deadlines.
- Has thorough knowledge of business office policies and procedures.
- Has ability to prioritize work, operate independently, and work quickly and efficiently in a sometimes stressful environment.

Education and Work Experience Required:

- Bachelor's Degree in Accounting/Finance or equivalent combination of education and experience
- 1-3 years experience directly related to the duties and responsibilities specified. Proficiency in the use of software applications, to include spreadsheet and word processing. Ability to deal with multiple internal and external deadlines.

Analytic Skills Required:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required.

Language and Literacy Skills Required:

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills Required:

Microsoft Word	<input type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input checked="" type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Excel	<input type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input checked="" type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Publisher	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Powerpoint	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Outlook	<input type="checkbox"/> None	<input checked="" type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Adobe Photoshop	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Adobe Acrobat	<input type="checkbox"/> None	<input checked="" type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Quark	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Datatel	<input type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input checked="" type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Internet Research	<input type="checkbox"/> None	<input checked="" type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient

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Licenses, Certifications and Other Requirements:

- None Required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- Ability to adjust focus quickly

While performing the duties of Staff Accountant, the employee is occasionally required to lift and/or move up to 10 pounds.

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 a disability to perform the essential functions.

Additional Requirements for the Job:

- None

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.