



Trinity Valley Community College

Job Description

Senior Accountant- Grants

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Perform financial administration and compliance duties related to grants, contracts and financial aid programs. Perform assignments related to other fiscal operations of the college and related organizations including policy compliance, accounting, financial analysis, internal control, and regulatory reporting.

REPORTS TO:

Director of Accounting Services and Controller

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree in accounting or closely related field, or Associates degree in accounting or related field with 5 years' experience in Education/Higher Education.

PREFERRED:

Master's Degree in accounting or closely related field

EXPERIENCE REQUIRED:

Two (2) years' experience in accounting or closely related field

PREFERRED:

Three (3) years' experience in accounting, public higher education, and grant accounting or knowledge.

OTHER LICENSES OR CERTIFICATIONS:

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Monitors grant expenditures.
- Prepare monthly, quarterly and end of year reports and billings.

All TVCC positions are security sensitive and require a criminal background check.



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- Work closely with grant administrators to provide considerable assistance regarding implementation and management of grant budgets.
- Prepare all required award financial reports in a timely manner. Ensure all outstanding obligations are resolved prior to award close-out.
- Provide training to departments on grant financial administration.
- Work with Grant Coordinator and others as needed to assist in budget preparation for grant applications.
- Assist Controller in financial system enhancement efforts and implementation of new components of ERP system (Colleague/Touchnet).
- Recommend enhancements to policies and procedures; implement upon approval by the Controller and CFO.
- Review and enter all journal entries and budget adjustments
- Prepare financial aid reimbursement requests and submit reports for federal, state and other agencies, including drawdowns from the Department of Education.
- Work closely with Student Financial Aid and assist with analysis and reconciliation of student financial aid general ledger accounts.
- Prepare journal entries as needed and for month-end and year-end closing.
- Coordinate the 1098-T process in January of each year as follows:
Work closely with IT and other Business Office staff to ensure the program output is correct according to IRS and other federal reporting requirements; collect, interpret and analyze data; audit the various stages of the process; coordinate printing and mailing forms to students; respond to student concerns; track and resend forms as necessary.
- Assist in preparation of college work papers for annual independent audit.
- Together with the Assistant Controller, serve as back-up for the Controller.
- Other duties as assigned by the Director of Accounting Services and Controller or other supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Walking, Fingering, Talking, Hearing, Seeing, Repetitive Motions, Computer work
- May need: Crouching, Grasping
- Occasionally need to: Stooping, Kneeling, Reaching, Lifting

MENTAL DEMANDS:

- Emotional control: More than 50% of the time
- Frequent interruptions: 25%-50% of the time

OTHER DEMANDS:

None



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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 9/30/2021

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|-------------------------|---------|---------------------------------------|-----------|
| Classification: | Staff | Coordinating/Non-Coordinating: | NC |
| FLSA Status: | Exempt | TVCC Job Code: | 1440 |
| DBM: | C | Travel Required: | None |
| IPDEDS/SOC CODE: | 13-2011 | Employment Status: | Full-Time |
| Salary Grade: | 210 | Length: | 12 Months |
| FUND: | 001 | TRS POS. CODE | TRS 01 |

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