



Trinity Valley Community College
Job Description
Senior Accountant- Financial Reporting

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, analysis and reporting, fiscal policy compliance and control, and other skilled accounting services.

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

PREFERRED:

Master's degree

EXPERIENCE REQUIRED:

Five (5) years' experience in accounting or closely related field

PREFERRED:

Experience in public higher education

OTHER LICENSES OR CERTIFICATIONS:

Valid Texas Driver's License, CPA (preferred)

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
- Bookkeeping
- Basic Math
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational systems and procedures
- Budget and accounting principals
- Administrative Practices
- Compliance law
- Leadership/management

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:

- Provide technical expertise to Business Office staff in all areas.
- Monitor compliance with college accounting and fiscal policies.
- Manage and analyze general ledger processes and information.
- Perform daily cash proof of cashier's work.
- Prepare and record daily bank deposits and credit card receipts.

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



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- Review banking transactions via bank's on-line system; record electronic payments and receipts as necessary.
- Perform Positive Pay verification via bank's on-line system.
- Manage monthly and year-end closing processes including review and analysis of general ledger transactions, budget transactions, internal financial management reports, and system close. Calculate and record monthly employee benefits expense allocation by cost element category.
- Reconcile multiple bank and merchant credit card statements.
- Prepare monthly financial package for the Board of Trustees.
- Prepare and submit monthly Texas Sales and Use Tax Report.
- Analyze, monitor and record property tax transactions and reconcile property tax statements.
- Prepare and analyze other financial reports as needed.
- Assist Controller in annually identifying, capitalizing and depreciating the college's fixed assets in accordance with GAAP and THECB guidelines.
- Update the fixed assets system annually to capitalize and depreciate the college's fixed assets.
- Assist Controller in financial system enhancement efforts.
- Recommend enhancements to policies and procedures; implement upon approval by the Controller.
- Coordinate the 1099-NEC process in January of each year, working closely with Accounts Payable to ensure accuracy according to Federal reporting requirements. Coordinate printing and mailing forms to vendors; track and resend forms as necessary.
- Assist with grant accounting, reporting and analysis as needed.
- Assist in preparation of college records for annual independent audit.
- Serve as back-up for the Senior Accountant (Grants and Regulatory Reporting) and 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
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires finger dexterity, grasping, feeling, talking, seeing, repetitive motions, sedentary work, computer work
- Occasional light work

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:

Revised: 10/12/2021

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|------------------------|---------|---------------------------------------|---------------------------|
| Classification: | Staff | Coordinating/Non-Coordinating: | NC |
| FLSA Status: | Exempt | TVCC Job Code: | 1622 |
| DBM: | C | Travel Required: | Less than 25% of the time |
| IPEDS/SOC CODE: | 13-2011 | Employment Status: | Full-Time |
| Salary Grade: | 220 | Length: | 12 Months |
| FUND: | 001 | TRS POS. CODE | TRS 01 |