

SENIOR ACCOUNTANT (FINANCIAL REPORTING)

GENERAL STATEMENT:

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

REPORTS TO:

Director of Accounting Services and Controller

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in accounting or closely related field

LICENSE OR CERTIFICATION:

Valid Texas Driver's License
CPA preferred

EXPERIENCE:

Six years' experience in accounting and financial process control required. Experience in public higher education preferred.

OTHER:

Thorough knowledge of generally accepted accounting principles and financial control systems. Proficiency in Microsoft Windows and Office, high level of proficiency in Excel. Ability to work well and communicate effectively with co-workers, faculty, staff, administration and students. Ability to prepare and interpret complex financial reports and statements. Ability to interpret and apply governmental accounting standards (GASBs) and other statutes and regulations as they pertain to public higher education financial transactions. Ability to work independently with sound judgment and under time constraints.

DUTIES AND RESPONSIBILITIES:

Daily 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.
- Assist Senior Business Analyst and Director of Accounting Services/Controller in ensuring the accuracy and completeness of budget data in the college's financial records.
- Perform daily cash proof of cashier's work.
- Prepare and record daily bank deposits and credit card receipts.
- 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.

Monthly, Quarterly and Annual Responsibilities:

- 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.

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OTHER DUTIES:

- Assist Controller in financial system enhancement efforts.
- Recommend enhancements to policies and procedures; implement upon approval by the Controller.
- Coordinate the 1099-MISC process in January of each year, working closely with Administrative Computing and Accounts Payable to ensure the program output is correct 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.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening or weekend hours.
- May be required to travel between campuses or for other college business.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 03/22/10

Revised: 9/23/16

JD622