



Position Title: Senior Accountant
Date: December 17, 2020
Target Start Date: 02/01/2021

Essential Functions:

The Senior Accountant performs highly complex (senior-level) accounting work. Work involves preparing and/or overseeing the preparation of financial analyses and reports; establishing, maintaining, and or overseeing accounting systems, procedures, and controls; may assist with the preparation and/or overseeing of some departmental budgets, as well as assisting with purchasing activities.

Duties and Responsibilities:

- Oversees and/or prepares monthly and annual operating statements, financial statements, vouchers, payrolls, and financial reports.
- Approves and signs expense account and purchase vouchers submitted for payment.
- Analyzes cumulative monthly budget and status of fund reports on state and federal funds, and conducts the continuous reviews and analyses necessary in controlling the expenditure of funds and in developing stable expenditure patterns.
- Analyzes and recommends improvements, adaptation, or revisions to the accounting system and accompanying procedures.
- Audits general journal entries, and payment, cash, purchase, travel and related vouchers.
- Works with outside auditors in formalizing required reports, samples, and requests as needed for the annual audit and coordinates data compilation for annual financial reports.
- Develops/reviews methods for the control of cash receipts, deposits, and disbursements; the purchase of services, supplies, and equipment; the documentation of claims for payment.

- Develops, coordinates, or produces complex reports for monitoring and reporting college financial information.
- Review expenditures to ensure that budget limits are not exceeded.
- May develop procedures and regulations to control the disbursement of allocated funds and prepares letters of instruction, manual revisions, and related forms.
- May oversee the development and use of internal audit and control procedures to determine compliance with college policies, plans, and procedures, and state and federal statutes.
- Works closely with other departments and /or individuals on the allocations of state and federal funds to college institutional and grant programs and develop suitable plans for validating and matching the various federal funds used in financing college operations.
- Perform other duties as assigned by the Chief Financial Officer.

Other Duties:

Will participate in Quality Enhancement Plan (QEP). and in compliance with SACSCOC.

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

Travel Requirements:

Possible travel to other sites for training, college events, and meetings. May attend and participate in annual conferences.

Environment:

Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume. May require some outdoor work for CBC events.

Minimum Qualifications:

Experience in accounting and financial operations. Graduation from an accredited four-year college or university with major course work in accounting, finance, or a related field with at

least thirty (30) semester credit hours in accounting. A minimum of five (5) years progressively responsible accounting experience, preferably in a community college setting. Possess the ability to communicate effectively.

Preferred Qualifications:

Bachelor’s degree in Accounting and/or Finance.

Salary and Compensation:

Salary will range from \$52,000 to \$62,000. A position at CBC includes attractive paid vacation, sick and personal time and employer paid health insurance (for employee) through BCBS among many other great, cost-effective PPO benefit options and retirement plans.

Location:	All Campus Sites
Job Classification:	Exempt
Hours:	40 Hours/Week
Security Sensitive:	Yes
Division:	Administrative Services
Department:	Business Office
Reports to:	Chief Financial Officer

I have been presented with the job description for the position of:

Senior Accountant

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____