



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 5/19/2025
Revised on: 5/19/2025

| Job Title | Salary Schedule | Grade | Job No. |
|---|-----------------|--------------|--------------|
| Assistant Accountant I - Payroll | E4 | 05 | |
| Reports To | FLSA Status | Grant Funded | Tenure Track |
| Accountant - Payroll | Non Exempt | No | Yes |

JOB SUMMARY: Employees in this class are responsible for the detailed operation of the bookkeeping processes. Work involves maintaining control accounts, helping prepare special financial reports and statements, and performing with limited supervision the auditing of fiscal transactions and records. Employees work with some degree of independence but receive instructions and confer with supervisor on matters of policy and deviations from established procedures.

QUALIFICATIONS:

- ◆ One (1) year of postsecondary education with a minimum of 15 semester hours in a business-related area from an approved U.S. Department of Education accredited institution **required**
- ◆ Two (2) years of work experience in accounting/bookkeeping or a related area **required**.
- ◆ Associate's degree *preferred*
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective oral and written communication skills
- ◆ Knowledge of bookkeeping principles and practices
- ◆ Knowledge of office procedures and familiarity with the use of standard office equipment
- ◆ Ability to perform detailed work with written or numerical data and to make mathematical calculations rapidly and accurately
- ◆ Ability to prepare routine and proceduralized financial reports and statements
- ◆ Ability to keyboard at a minimum of 30 correct (net) words per minute for 3 minutes.
- ◆ Knowledge of written accounting (Assistant Accountant Level I Exam)
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public
- ◆ Ability to maintain confidentiality of office information

DUTIES:

- ◆ Assists in the day-to-day operations of the Payroll Office.
- ◆ Assists in processing payroll; prepares and distributes payroll reports; prepares related correspondence and documents such as employment verifications, and other forms as requested
- ◆ Balances and remits payroll deductions
- ◆ Responds to employment inquiries by phone and in writing

- ◆ Processes and enters employee changes into Banner and other systems
- ◆ Sets up and maintains personnel files; maintains the security and confidentiality of all personnel information, files, and documents
- ◆ Assists with preparation of letters and database management for all employees
- ◆ Sorts, scans, and files correspondence and other documents according to established codes of records management
- ◆ Works closely with human resources staff to ensure timely and accurate information processing.
- ◆ Exhibits initiative to pursue and learn additional tasks as needed
- ◆ Enhances professional knowledge and skills through professional development and continuing education
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching.
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, scanners, and copiers.
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 15 pounds.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interacting with employees, students, and external stakeholders.

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution.
- ◆ **Travel:** Occasional travel may be required for training, professional development, or meetings at other campus locations.
- ◆ **Schedule:** Standard work hours are expected; however, flexibility may be necessary to accommodate payroll deadlines and other time-sensitive tasks.
- ◆ **Interaction:** Regular collaboration with HR staff, payroll personnel, employees, and external agencies to ensure accurate payroll processing and compliance with institutional policies.

Reviewed by: HR Assistant

Employee Name:

Employee Signature

Date