



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 3/25/2025  
Revised on: 3/25/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Accountant I</b>	<b>E2</b>	<b>03</b>	<b>SS9912+</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Dean of Financial &amp; Admin Services</b>	Non Exempt	No	Yes

**JOB SUMMARY:** The Accountant I performs professional accounting work of a beginning level according to established procedures and regulations. Responsibilities include maintaining accounting records, preparing fiscal reports, and reviewing accounting data. The position requires the ability to make informed decisions based on guidelines while referring complex issues to higher-level staff.

**QUALIFICATIONS:**

- ◆ Three (3) years of postsecondary education with a minimum of 21 semester hours in a business-related area from an approved U.S. Department of Education accredited institution **required**
- ◆ One (1) year of work experience in accounting or a related area **required**
- ◆ Ability to keyboard at 40 correct (net) words a minute; knowledge of computerized accounting software; effective oral and written communication skills

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of accounting principles and methods with the ability to apply them to varied accounting transactions
- ◆ Ability to prepare accurate accounting reports and statements of moderate complexity
- ◆ Proficiency in performing detailed work with written or numerical data and making rapid, accurate mathematical calculations
- ◆ Ability to interpret and adapt complex regulations relating to accounting practices
- ◆ Ability to prioritize work effectively and work with minimal supervision
- ◆ Familiarity with current software and in-house computer programs
- ◆ Ability to maintain confidentiality and effective working relationships with students, employees, and the public

**DUTIES:**

- ◆ Maintain and review fiscal records according to established guidelines
- ◆ Prepare accounting and fiscal reports in compliance with policies and regulations
- ◆ Review accounting data for accuracy and completeness
- ◆ Utilize computerized accounting software for data management and reporting
- ◆ Provide assistance in interpreting complex accounting regulations
- ◆ Set priorities and manage workload with minimal supervision
- ◆ Communicate effectively with internal and external stakeholders

- ◆ Maintain confidentiality of sensitive financial information
- ◆ Serve on college committees as assigned
- ◆ Comply with all policies of the Alabama Community College System and the College

*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:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ **Schedule:** Standard work hours are expected; however, flexibility may be necessary to accommodate deadlines or program needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, and external partners

**Reviewed by: HR Manager**

**Employee Name:**

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**Employee Signature**

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**Date**