

This is professional accounting work performed according to established procedures and regulations. Work usually includes the more advanced accounting duties, calling for the application of professional accounting techniques to a variety of problems. Employees must exercise considerable judgment in allocating charges and credits to proper accounts and preparation of journal entries for unusual transactions. Work may include responsibility for giving technical advice to other accountants and accounting clerks in the performance of their work. Employees exercise considerable independence of judgment in making decisions regarding interpretation of procedures and regulations, but unusual problems or administrative matters affecting general policy are referred to a higher ranking administrative employee.

**DUTIES**

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

- ◆ Plans, directs, and supervises the work of accountants and accounting clerks responsible for the maintenance of fiscal records of a moderately complex accounting system.
- ◆ Inputs and posts accounting data to general ledger accounts from subsidiary records and other sources; takes trial balance and balances subsidiary records to control accounts; prepares financial reports.
- ◆ Assists in the development of new methods and procedures for the operation of accounting unit.
- ◆ Makes adjustment journal vouchers, verifying for correct application of accounting principles and for mathematical accuracy.
- ◆ Supervises the maintenance of expenditure and budgetary control accounts and prepares necessary reports.
- ◆ Conducts special surveys of institutional fiscal operations for use in preparing budgets or controlling expenditures; prepares reports of such surveys for a higher ranking administrative employee.
- ◆ Assists in preparation of annual budget; prepares reports for and advises department heads on budget balances available.
- ◆ Maintains records necessary for the determination and reporting of expenditures and fund balances.
- ◆ May operate a typewriter, computer, or calculator as required.
- ◆ Complies with all policies of the Alabama Community College System, and the College.
- ◆ Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Knowledge of accounting principles and methods and ability to apply and adapt established methods to varied accounting transactions.
- ◆ Ability to prepare complete and accurate accounting reports and statements of moderate difficulty.
- ◆ Ability to perform detailed work involving written or numerical data and to make

mathematical calculations rapidly and accurately.

- ◆ Ability to interpret and adapt complex regulations relating to job.
- ◆ Knowledge of office procedures and familiarity with the use of standard office equipment.
- ◆ Ability to set priorities and complete work with minimum supervision.
- ◆ Effective oral and written communication skills.
- ◆ Ability to keyboard at *30 correct (net) words a minute for 3 minutes*.
- ◆ Knowledge of computerized accounting software (*Accountant Level II Exam*).
- ◆ Ability to maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

### **QUALIFICATIONS**

**Education:** B.S. degree from a four-year college or university with a major in accounting or related field

**Experience:** Four (4) years of work experience in accounting or a related area, *with three (3) years of experience as Accountant I.*

**Personal Qualities:**

Pleasing personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; professionalism as evidenced by membership in professional organizations and participation in workshops, seminars, etc. to keep abreast of new office technology.