

**GADSDEN STATE COMMUNITY
COLLEGE JOB DESCRIPTION**

POSITION OR TITLE: Financial Manager
SUPERVISOR'S TITLE: Director of Financial Services
JOB SUMMARY: Responsible for the detail accounting and financial reporting processes of the College.
ESSENTIAL FUNCTIONS: Work closely with purchasing agent, accounts payable accountant, payroll accountant, and assistant accountants to ensure the proper flow of financial data. Required to perform duties in areas of responsibility in employees' absences and during peak activity periods. Supervise Financial Services personnel in the absence of the Director. Assist with preparation of and entering journal vouchers and budget revisions. Maintain chart of accounts. Maintain accounts receivable module of Banner ERP system. Maintain Elevate and Touchnet Systems. Bond continuing disclosure reporting. Prepare monthly, quarterly, and annual financial reports as required by funding agencies and coordinate general ledger activity with grants manager. Assist with budgeting, closing, and preparation of financial statements. Reconcile cash, investments, long-term debt, and other accounts as assigned. Assist in the development and documentation of policies, procedures, and computer applications. Assimilate data required for audit by State Examiners of Public Accounts and federal and state granting and contracting agencies. Maintain knowledge of accounting practices applicable to higher education with an emphasis on Generally Accepted Accounting Principles, Governmental Accounting Standards Board pronouncements, NACUBO requirements and state and federal regulations. Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College. Maintain frequent contact with students, faculty, staff, administrators and third parties. Perform other related duties as assigned. <i>The intent of this job 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</i>

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.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

B.S. Degree with major in Accounting required; Two years of experience in educational or governmental accounting required: College and University accounting experience preferred. Banner experience preferred.

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

CPA Preferred.

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____