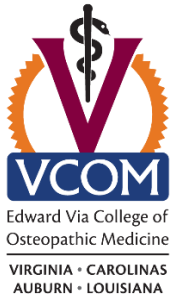


Position Description



Job Title: Staff Accountant	
Department: Finance	Date: July 2020
FLSA: Non-Exempt	Work Location: Auburn Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am – 5:00pm
Reports to: Controller and Director for Finance	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

Assisting the Controller and Director for Finance of the Campus with business office functions in an efficient and timely manner; comply with sound business practices, college policies, and federal and state regulations, while ensuring the safeguarding of company assets.

II. **Job Duties:**

1. Accounts Payable
 - a. Ensure appropriate coding, entry and payment of vendor invoices and employee reimbursement. This includes compiling invoicing and approvals, reconciling vendor statements and ensuring employee reimbursement is consistent with VCOM policies and procedures.
 - b. Maintain vendor and employee reimbursement copies for retrieval per audit requests, vendor requests or employee requests.
 - c. Packaging and submitting invoicing and reimbursement requests on a timely basis to VCOM for payment.
2. Deposits
 - a. Daily coding and posting of cash receipts for student accounting and or miscellaneous cash receipts
 - b. Timely filing of check copies and batches in date order to ensure availability at the request of auditors, management and or students.
3. Financial Aid Processing
 - a. Assisting in the processing of financial aid to student accounts to include but not limited to: Posting of cash to the appropriate student account, calculating student refunds and or payables, creating journal entries for the posting of federal financial aid in accordance with federal regulations and assisting in the processing of student refunds.
4. Credit Card log processing
 - a. Processing of monthly credit card logs for all Campus users to include, ensuring receipts tie to the monthly statement, ensuring purchases are according to the VCOM policies and ensuring appropriate coding of all receipts.
 - b. Monthly reconciliation of credit card logs
 - c. Monthly posting to the financial accounting system
5. Serve as Petty Cash custodian for the Campus.
6. Serve as Back-up Purchasing Agent for the Campus.

7. Assist in organizing and moving payment documents to storage and in destroying payment documents in accordance with the departmental records retention policy.
8. Participate on college committees and activities as requested, and as work schedule permits.
9. Perform other duties as assigned to include supporting and serving as back-up to the Controller and Director for Finance for key departmental functions.

III. Required Qualifications:

- Education: A minimum of an Associate degree in accounting, business or other degree program with comparable work experience.
- Licensure or certification: N/A
- Experience: One or more years of experience working in an accounting or business office.

Skills required for this position:

- Ability to perform detailed-oriented tasks with minimal errors
- Strong analytical skills and ability to solve moderately difficult to difficult problems
- Excellent interpersonal and communications skills, and strong customer service skills
- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines
- Strong work ethic
- Strong computer skills with Excel, Outlook, Word, and an automated accounting system
- Ability to maintain confidentiality
- Commitment to College values

Preferences are given to candidates who have the following skills or attributes:

- Bachelor's degree in accounting
- Two or more years' experience working in a Controller's or Business Office at an institution of higher education
- Two or more years' experience as an accounts payable accountant or related experience.
- CPA license or Master of Accountancy degree are a plus

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____

Date: _____

Approvals:

Division Officer: _____

Date: _____

Immediate Supervisor: _____

Date: _____

President/Provost: _____

Date: _____