

Date of Board Meeting: April 18, 2023

Subject: Business Office Position Upgrade

Recommendation: Approve the upgrade Business Office Accounting Clerk III position

Background and Rationale:

The following is a proposal to upgrade the Business Office Accounting Clerk III position to Accountant. Through staff optimization and skill elevation the Business office will leverage technology to provide the foundational structure to meet the growing compliance requirements of governmental authorities, specifically GASB Statement 87- Leases and GASB Statement 96 – Subscription Based Information Technology Arrangements. The position upgrade will also support the increasing requisites of grant organizations and rising demands of today’s students.

Strategic factors for this proposal include:

- Comply with the increasing number and complexity of governmental accounting standards while maintaining the history of reporting excellence.
- Accommodate opportunities and new responsibilities supporting student services and increasing fee structure complexity.
- Increase the knowledge and skills capacity providing the stability required for successful succession planning.

Cost and Budgetary Support: Position upgrade cost range \$12,309 - \$18,975 less reduction of part-time position of \$8,750. Net cost of \$3,559 - \$10,225 from the Current Unrestricted Operating Budget.

Strategic Priority Alignment: Student Success Community Impact
 Resource Optimization Institutional Excellence

Resource Person(s): Gus Wessels, CPA; Dean of Business and Financial Services

Signatures:



Originator

4-11-2023

Date

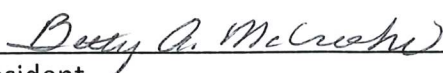


Cabinet-Level Supervisor

04/11/2023

Date

President’s Approval:



President
POLICY DB (LOCAL)
08/01/2020

4-11-23

Date



JOB DESCRIPTION
Human Resources Department

JOB TITLE: Accountant	FLSA: Exempt
	GRADE: A-11 NBAPOSN: AC3001
LOCATION: Administration Building, Room 103, Wharton Campus	EFFECTIVE DATE: May 17, 2006
	REVISION DATE: July 8, 2022
REPORTS TO: Dean of Financial & Business Services	

PURPOSE AND SCOPE:

To perform professional accounting work involving reconciling, consolidation, analysis, and reporting of financial data. Supervises staff engaged in accounting activities.

ESSENTIAL JOB FUNCTIONS:

1. Reconciles bank statements to general ledger accounts monthly. Utilizes intermediate Microsoft Excel, database export, and data analytic skills to facilitate the reconciliation process. Works with payroll and business office staff to research and resolve outstanding checks. Ensures all reconciling items are resolved and cleared within 30 days.
2. Reconciles investment account statements to general ledger investment and amortization accounts on a quarterly basis for TexPool, mutual funds, and brokered securities.
3. Assists with month end close processes including account analysis, journal entries, and board presentation documents.
4. Assists with semi-annual external audit and grant audit processes providing requested data exports, supporting documentation, schedule completion and audit team responses.
5. Assists with college's year end processes including sub-module closes, journal entries, accruals and preparation of the Annual Financial Report and notes.
6. Assists with the preparation of amortization schedules for leased equipment and subscription based information technology arrangements (SBITA) in compliance with Governmental Accounting Standards Board statements.
7. Manages the college's contract database for leased equipment, SBITA and other contracts ensuring compliance with college regulations, renewal terms, and budgets.

8. Processes Miscellaneous Funded Scholarships:
 - a. codes incoming scholarship monies to appropriate accounts,
 - b. applies Scholarship monies to the designated student accounts,
 - c. verifies balances of Student Record Accounts against the General Ledger accounts,
 - d. prepares the necessary journal voucher or check request need to transfer funds,
 - e. prepares the necessary documentation needed to get funds deposited into the appropriate bank account,
 - f. and reconciles scholarship general ledger accounts.
9. Responsible for processing incoming documents including travel expense statements and check requests ensuring requests are compliant with college regulations including supporting documentation, approvals, and account codes.
10. Reviews, approves, and prints Purchase Orders and Purchase Order Change Orders as to completions, budget adequacy, and account numbers.
11. Completes processes necessary for business office functions including closing cashiers' batches, processing fringe benefits, and preparing JV's for return checks and end of month transfer-of-charges.
12. Provides departments account information when requested and work with administrators, directors, and other staff regarding budget and accounting issues.
13. Assists with annual federal regulatory reporting for 1098T, 1099-MISC and 1099-NEC forms.
14. Acts as back up for creating, maintaining, and testing Banner term based student tuition and fee rule codes (SFARGFE) to ensure the college correctly assesses student tuition and fees as authorized by the board of trustees and incompliance with state regulations.
15. Completes other projects as assigned by the Dean of Financial and Business Services.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a minimum of a Bachelor's degree in accounting, finance or related area. A minimum of four years' work experience in general accounting areas; including accounts payable, general ledger and the automated accounting processes is required. A minimum of one year supervisory experience is also required. The person in this position must be proficient in the use of computers and related software for word processing, spread sheets, and database management. Excellent written and communication skills are required. This position requires the ability to handle large amounts of data, and handle multiple tasks concurrently with frequent interruptions. Strong analytical and organizational skills, with initiative towards completion of assignments, and excellent

follow through skills on all assignments and projects is required. . Criminal background check required.

SUPERVISION OF OTHERS

The Accountant supervises the Service Center Clerk and Communications Specialist/Receptions positions.

SUPERVISION AND DIRECTION RECEIVED

The Accountant is responsible and accountable to the Dean of Financial & Business Services for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outline in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts include vendors.

Internal contacts include administrators, faculty, and staff.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Demonstrated commitment to the mission of a comprehensive community college. Excellent communications skills, interpersonal skills, and the ability to work on collegial teams. Ability to make day-to-day decisions consistent with procedures in financial services. Must be detail oriented. Demonstrated self-initiative. Demonstrated good communication skills and strong commitment to service. Effective written communication. Ability to handle emergency situations as they arise in the office. Ability to work on a number of projects simultaneously and prioritize workloads. Ability to read and interpret departmental policies, procedures and instructions. Ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, and other data on the computer.

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: January 20, 2023

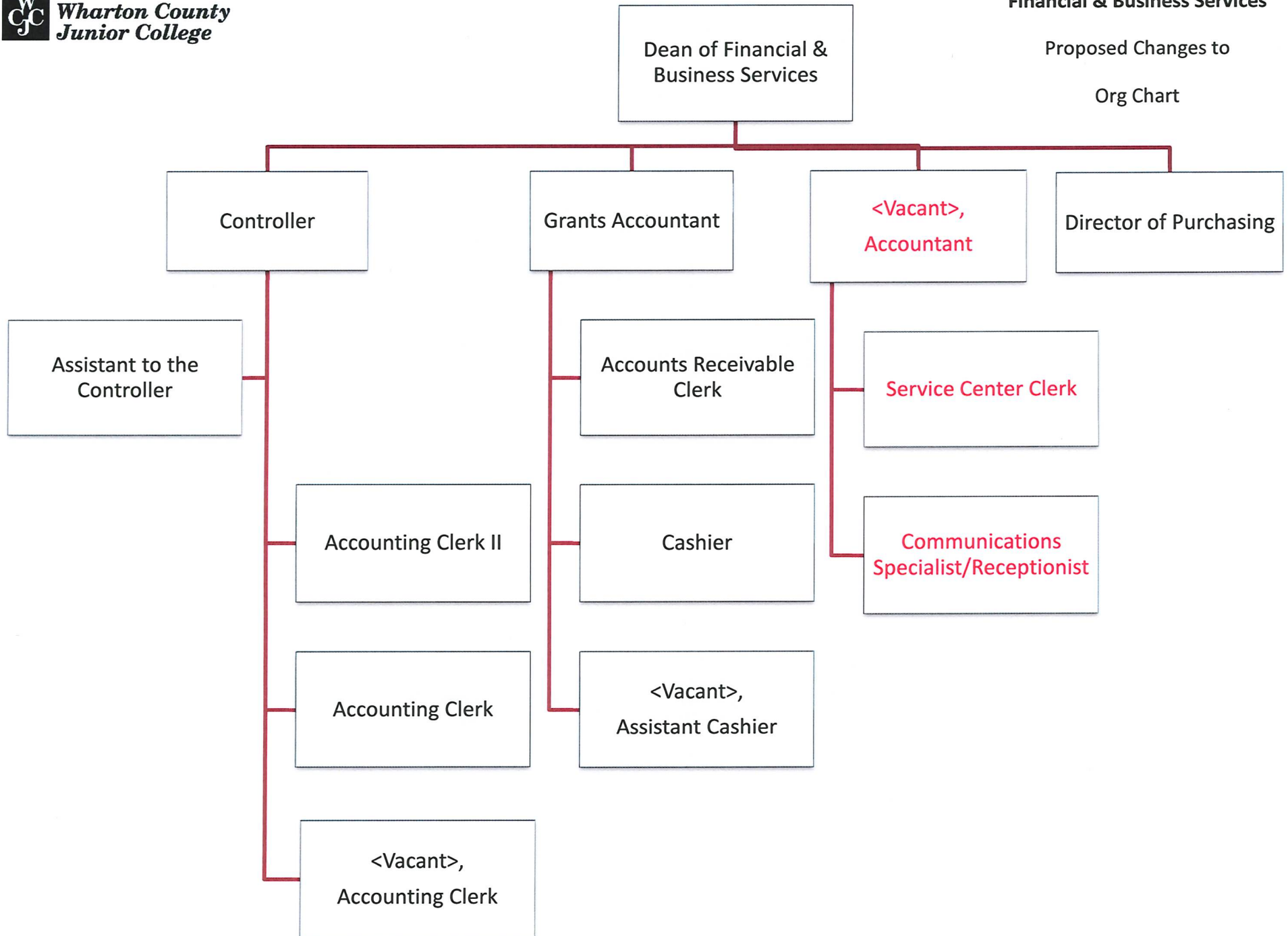
Employee's Signature

Date

Supervisor's Signature

Date

Proposed Changes to
Org Chart



**Financial & Business
Services**

Current Org Chart

