TITLE: Accountant

DEPARTMENT: Division of Continuing Education, Corporate and Public Sector Training

FUNCTION: Supervises the daily accounting and registration operations of the office. Reconciles general ledger accounts, prepares journal entries, creates detailed reports and reconciles accounts. Monitors cash flow of all program expenditures and requests funds as needed.

REPORTS TO: Dean of Continuing Education, Corporate & Public Sector Training

SUPERVISES: Temporary, part-time or other division staff as appropriate

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Ensuring the accurate and timely processing of all student registrations.
2. Assisting students with billing problems and related matters.
3. Processing student receivables and billing.
4. Entering student payment data into student master records.
5. Coding and processing system receipts and expenses.
6. Initiating and verifying transfers and totals for monthly expenses in all accounts.
7. Recording daily financial transactions for balancing and reconciliation.
9. Preparing journal entries as appropriate.
10. Initiating purchase orders and budget transfers as requested.
11. Managing financial tasks and producing reports as required by grant funders.
12. Providing timely and accurate monthly and periodic reports as requested.
13. Paying vendors, handling telephone inquiries and resolving discrepancies.
14. Inputting and maintaining payroll data.
15. Preparing and maintaining account analyses.
16. Performing of additional tasks or duties as assigned by the Dean of Continuing Education or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite and exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organization and Record Keeping
- Datatel experience desirable.

Education: Associate’s Degree in Accounting, Business, or related subject required; Bachelor’s Degree in Accounting, Business, or related subject preferred

Experience: Minimum of 1 year in accounting or related position required. Experience in student registration processes in a higher education setting preferred.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________ Date: ____________
Name/Title

Approved by: ___________________ Date: ____________
Name/Title

Reviewed by: ___________________ Date: ____________
Human Resources

Board Approval: ___________________ Date: ____________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE