BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Accounting Assistant – Fixed Assets

DEPARTMENT: Finance

FUNCTION: Reconciles general and subsidiary ledgers. Fixed assets control. Manages inventory process, inputting, tagging, and reconciliation process.

REPORTS TO: Accounting Manager

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Verifies transfers and totals for monthly expenses in all accounts and prepares journal entries as appropriate.
2. Performs account analysis and prepares reconciliation of general ledger to fixed asset reports.
3. Identifies tags and inputs assets; modifies asset records to reflect items sold, discarded, lost, stolen or moved.
4. Assists with developing a bar code system for inventory control.
5. Prepares, reviews, and submits financial reports. Assists in monitoring grant compliance.
6. Provides general office support and orders office supplies for the Finance Department.
7. Assists in developing procedures for fixed assets. Works with Purchasing and College personnel.
8. Control/Administration of contracted services with bookstore, Gourmet Dining, campus rental of facilities, and others.
9. Performs additional tasks or duties as assigned

MINIMUM QUALIFICATIONS:

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

- Communication
- Customer and Student Focus
- Building Relationships
• Organizing
• Planning
• Experience in Ellucian Colleague, preferred

**Education:** Associates Degree in Business or Accounting; or a minimum of 3 years of related experience in Accounting and Fixed Assets; or a minimum of 5 years of experience as a full charge bookkeeper or staff accountant.

**Experience:** see above

*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 Approval

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