BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Financial Accountant – Financial Analysis

DEPARTMENT: Finance


REPORTS TO: Accounting Manager

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Performs daily budget entries, accounting, financial reporting and analysis of student account; researches, analyzes and explains variances and resolves related inquiries.
3. Assembles all Financial Reporting requirements packages.
4. Prepares position control and analysis reports.
5. Prepares journal entries; audits and posts proposed entries and maintains chart of accounts.
6. Performs complex budgetary reporting for internal office departments and programs.
7. Prepares, reviews and completes month-end, quarter-end and year-end closing process and documents; monitors accounts receivable and accounts payable; reviews financial reports on a periodic basis and verifies accuracy and fiscal solvency.
8. Prepares balances, compiles and enters data.
9. Executes statistical analysis of cash flow for appropriateness to ensure fiscal solvency and accountability.
10. Participates in evaluating internal controls and procedures.
11. Assists in system enhancements and reporting for improved processes.
12. Furnishes complex financial reports as mandated by the administration, New Jersey Department of Education, and other agencies.
13. Formulates and monitors timelines to meet strict deadlines in reporting regulations;
reviews grant letters, funding and entitlement reports; reviews and verifies statistical and financial information including independent audit reports and long-term debt documents.

14. Performs additional tasks or duties as assigned the Manager or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Requires knowledge of generally accepted accounting principles and procedures in governmental agencies; Standardized Account Code Structure (SACS); use and application of online payroll/accounting systems; standard software applications related to financial applications; advanced accounting theory; principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping. Has intermediate proficiency in the use of the Microsoft Office suite with advanced capabilities in Excel. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning
- Familiar with budget software, etc.
- Experience with Ellucian Colleague, preferred

Education: Bachelor’s Degree in Accounting, Finance, or related field

Experience: Minimum of 5 years of related experience; background with institution of higher education a strong plus

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