

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Accountant			<i>BOT Date:</i> Oct 1, 1996
<i>Level:</i> H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0820	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Prepares income and expenditure statements and reports; analyzes data, reports and records, reconciles accounts and/or statements as required; verifies the accuracy of vouchers, accounting classifications and records; conducts special studies to review accounting methods and procedures. Uses both personal computer and college-wide applications to input, retrieve, display, edit, reconcile and report information as necessary.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Maintains files and records (both computer and documents) as required.	25%
2.*	Processes invoices, vouchers, records, etc. as assigned.	20%
3.*	Reviews, calculates and analyzes accounting ledgers, payroll, benefits, budget(s), A/P, A/R and other accounts as necessary.	25%
4.	Reviews validity and proper authorization of accounts.	10%
5.	Performs basic clerical tasks such as sorting, stuffing envelopes, verifying counts, mailings, etc.	5%
6.*	Prepares periodic and special reports of account status or analysis as required.	5%
7.*	Creates, inputs, maintains and prepares computer reports as requested. May include higher level functioning depending on computer proficiency.	5%
8.	Interacts with students, general public and college staff to share information. Provides procedures and addresses pertinent issues.	5%
9.	Performs other similar and related duties as assigned	

* Indicates an "essential" job function.

Position Title: Accountant	Class Code: E0820	Position Level: H
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact on Revenue Generating:</i>	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the entire department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	