

Accountant
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=235216>

Downloaded On: May. 19, 2024 12:46pm

Posted Apr. 26, 2024, set to expire Nov. 29, 2024

Job Title	Accountant
Department	Business Services Office
Institution	Austin Community College Austin, Texas
Date Posted	Apr. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance
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Job Description	

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Accountant

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Accountant

Job Description Summary:

The accountant's expertise will contribute to developing a plethora of high-impact deliverables for the Business Services Office. Accountants are responsible for financial accounting activities, including preparing financial reports and statements, monitoring account activities, resolving compliance issues for restricted accounts, and assisting with audits, month-end, and year-end close. Your contributions will be crucial in the Business Services Office becoming a highly efficient and effective Center of Excellence (CoE).

Job Description:

Description of Duties and Tasks

1. Prepares journal entries, reviews, reconciles and analyzes general ledger accounts.
2. Monitors and reconciles reports to the general ledger transactions for accuracy.

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3. Assures compliance with external agency requirements and informs management of any modifications or additions to reporting requirements.
4. Assists with preparing balance sheets, income statements, cash flow statements, ad hoc reports, and other financial accounting statements.
5. Creates or assists with developing procedures to improve departmental workflows.
6. Liaises with internal and external business partners as required.
7. Assists with the annual audit process as required.
8. Stays current with new accounting pronouncements related to financial reporting for higher education.
9. Reviews source documents for compliance with rules and regulations and determines the handling of transactions within designated limits.
10. Collaborates with internal and external business partners to resolve financial reporting and audit preparation matters.
11. Assists with month-end and fiscal year-end close and other duties as needed.
12. Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
13. Prepares custom reports by studying variances, preparing and reviewing budgets, and developing forecasts.
14. Complies with state and federal requirements by studying regulations, adhering to requirements, and collaborating with leadership on the required actions.
15. Demonstrates integrity, respect, discretion, and professionalism in all business dealings.

Knowledge

- * Automated financial systems.
- * Generally Accepted Accounting Principles (GAAP).
- * Financial reporting and auditing processes.

Skills

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- * Maintaining an established work schedule.
- * Effectively using interpersonal and communication skills, including tact and diplomacy.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Preparing monthly and annual financial statements.
- * Assisting with monthly and year-end close activities.
- * Collaborating with staff to resolve financial reporting and audit process matters.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining productive working relationships.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.
- * Use automated financial systems.

Required Work Experience

- * Two years of related work experience.

Preferred Work Experience

- * Four years of work experience in accounting.

Required Education

- * Bachelor's degree in Accounting, Business, Finance, or a related field.

Preferred Education

- * Master in Professional Accounting (MPA) or Certified Public Accountant (CPA) designation.

Physical Requirements

- * Work is performed in a standard office environment.
- * Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- * Occasional lifting of objects up to 20 pounds.

Salary Range

\$55,665 - \$69,582

Number of Openings:

1

Job Posting Close Date:

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Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Accountant_R-5718

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Business Services Office
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