



Job Description

Job Title: Accountant

JTC: T10

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs a variety of complex accounting tasks which involve preparing or supervising the preparation of financial analysis, budget management, general ledger reconciliations, journal entries, statements, records, documents, and reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles (GAAP) and procedures affecting the maintenance of accounting records and of automated accounting systems. Solid understanding of accounting and financial reporting and practices. Knowledge of district policies/procedures and applicable local, state, and federal regulations.

Prepares statements and reports related to assigned area of responsibility. Maintains customer confidence and protects operations by keeping financial information confidential. Ability to implement solutions for improvements that align with the day-to-day business needs.

Establish and maintain working relationships with a diverse, multicultural district-wide network and external constituents to ensure financial records are accurate and deadlines are met. Review incoming journal entries or other transactions documents for availability of funds, accuracy, completeness and compliance with pertinent district or sponsor regulations.

Must be detailed oriented with a high degree of accuracy when analyzing and interpreting accounting and financial data; preparing financial reports and statements; and detecting discrepancies in financial and accounting records. Prepares financial reports and/or maintains record of assets, liabilities, profit and loss, tax liability or other financial activities within the district. Ability to produce analysis and reports utilizing standard Microsoft spreadsheet and communication software.

Strong analytical and organizational skills with the ability to manage multiple assignments and deadlines. Must have strong oral and written communication skills and provide excellent customer service to a diverse district population.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus three (3) years of work-related experience. Official transcripts are required. ***Will be subject to a criminal background and/or fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs reconciliations and analyses of assigned general ledger accounts and/or location budget allocations. Independently researches records and prepares and adjusts appropriate journal entries. Audits and reconciles reports and documents for compliance with policies and procedures of the DCCCD and external agencies.

Develops and maintains a variety of complex spreadsheets, databases, and files utilized to provide comprehensive information to management on a timely basis and to provide documentation for accounting transactions. Incumbents may be assigned responsibilities including accounts payable, accounts receivable, bank reconciliation and purchasing functions, etc.

Collaborates, builds and maintains solid working relationship with internal constituents and external agencies or individuals to obtain, provide or explain data and to identify additional informational needs. Acts as a resource in interpreting business office procedures as well as district policies/procedures and external rules/regulations. May participate in the District and/or location committee(s) related to assigned work area.

Works independently or in a team environment with considerable confidential information and materials. Able to follow process steps as outlined in standard operating procedures. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

May perform designated duties of the supervisor in his/her absence. Exhibits strong interpersonal, communication and diplomacy skills. Actively listens and responds constructively to stakeholders and/or a diverse workforce relating to accounting ideas or concerns.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.