



**Position Title:** Accounting Specialist Senior  
**Reports To:** Accounts Service Manager, Contracts & Grants  
**Department:** Restricted Accounts management  
**Prepared By/Date:** Mary W. Mira/07-23-2010  
**Approved By/Date:** Arita Sheremeti/08-3-2010  
**Revised:** Jennifer C. Brito/08-9-2010  
**Job Code:** 4405  
**Job Group:** SNE  
**Salary Grade:** 10  
**FLSA Status:** Non-exempt

**Summary:**

The Accounts Specialist Senior is responsible for managing the activities related to contracts and grants awarded to the college by federal, state, local and private grantors.

**Essential Duties and Responsibilities:**

- Managing contracts & grants awarded to college throughout the life of the programs: (sets up new accounts, monitors budget and actual spending, processes billings, reports, and cost transfers, prepares reconciliations, accounting, end of month closing, etc.)
- Assists project directors & funding agencies with any issues related to reports, billing, etc.
- Assists Accounting Manager & Assistant Controller for year-end Annual Financial Reports
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of word processing, spreadsheets, and database software applications and office equipment (i.e. photocopier, printer, fax machine, calculator).
- Knowledge of office practices and procedures.
- Effective interpersonal skills in order to make sound judgments to decide how duties and responsibilities are completed between himself/herself and coworkers, the supervisory chain, faculty, staff, students and customers.
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with students, faculty and staff.
- Ability to make arithmetical calculations such as addition, subtraction, multiplication, and division.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with

hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree in Accounting or Finance
- Three (3) years of related experience and knowledge of contracts and grants

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name