Position Title: **ACCOUNTING MANAGER**

Department: Business Office

Reports To: Associate Vice President for Finance

Classification/
FLSA Status: Level II (Exempt)

Primary Function: The accounting manager assists the associate vice president for finance by maintaining the general ledger and subsidiary ledgers such as fixed assets and accounts receivable.

Key Responsibilities:

1. To maintain proper accounting procedures, as set forth by the Financial Accounting Standards Board and its predecessor committees, for all aspects of the college's books

2. To supervise and monitor all transactions made in the college's general ledger

3. To assist in monitoring all receipts and disbursements and to make appropriate recommendations for maintaining the current year's budget

4. To assist in budgetary control by preparing, analyzing, and distributing monthly budget reports to each department and related administrators and department heads

5. To assist the associate vice president for finance in planning, coordinating and implementing the annual budget

8. To coordinate with the college's independent auditing firm in completion of the annual Title IV financial aid and financial audits

9. To supervise and provide technical assistance to the accounts payable and the accounts receivable accountant

10. To manage all financial records in accordance with IRS regulations and to complete, or work with third-party contractors to complete, all quarterly and annual reporting required by the IRS (Forms 941 and W-2, Form 1099-MISC, Form 1098-T, Form 5500)

11. To assist in the supervision of all of the college's physical assets

12. To reconcile all cash accounts on a monthly basis to ensure proper receipt and disbursement of funds

13. To request funds from the Department of Education and prepare all financial reports requested by the USDE (FISAP)

14. To manage all records in accordance with the SC Department of Revenue and to complete, or work with third party contractors to complete, all quarterly and annual reporting required by the Department of Revenue (Forms WH-1605 and WH-1606, Sales Tax Returns)

15. To serve as backup to the associate vice president for finance in all areas in his/her absence

16. To assume such other duties as assigned by the associate vice president for finance

17. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

18. Participate in the annual Lyceum program

Basic Knowledge and Skills:

1. Bachelor's degree in accounting required

2. Thorough knowledge of accounting principles and practices

3. Minimum 5 years previous related experience

4. Excellent communication and organizational skills

5. A clean criminal record and exceptional work history

6. Ability to manage confidential materials in an appropriate manner

7. Advanced knowledge of Office and Accounting software

Preferred Knowledge and Skills:

CPA license preferred

MBA preferred

Direct knowledge of Great Plains accounting software preferred

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental Stresses: Multi-task demands

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan

The above responsibilities require that this position have access to PHI.

Training on what PHI is and how to handle it in a confidential manner is required.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____