

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Accountant I

Department:	Finance and Operational Services	Job Status:	Full-time
FLSA Status:	Non-Exempt	Reports To:	Accounting Manager
		Receives Guidance From:	Vice President of Finance and Operations
Grade/Level:	Southeast Technical Institute, Employment Contract Group Salary Schedule; 12 Month; Level G	Amount of Travel Required:	Minimal
Work Schedule:	Monday through Friday, 8:00 am-5:00 pm. Flexibility for early or extended office hours	Positions Supervised:	None
Prepared By Title or Dept:	Southeast Technical Institute Human Resources	Approved By Title or Dept:	Vice President of Finance and Operations
Prepared By Date:	October 2017	Approved By Date:	October 2017

POSITION SUMMARY

Responsible for providing financial and clerical services in order to ensure effective, efficient and accurate, financial operations in the accounts receivable, accounts payable, fixed assets, and general ledger functions at Southeast Technical Institute. Provides these services in an effective and efficient manner, and complies with all necessary regulatory reporting, and established policies/procedures.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Prepares daily deposits; enters deposit information into Quickbooks; scans daily information reports into the document imaging system.
- Prepares daily and monthly sales reports for Bookstore and Food Service.
- Distributes Trust & Agency billings and prepares reimbursement vouchers.
- Distributes and collects monthly Trust & Agency treasurer's reports.
- Prepares Trust & Agency vouchers for all subaccounts.
- Completes bank reconciliations for Tuition & Fees, EFT, ACH, Blue Bucks, Trust & Agency, and Bookstore accounts.
- Inputs warehouse requisitions for Finance/Operations staff; provide support for warehouse requisitions for remaining staff.
- Prepares purchase orders for Finance/Operations staff; provide support for remaining staff.
- Verifies receipts of goods/services for Finance/Operations staff and enters into Sioux Falls School District accounts payable system; provides support for departmental clerical staff in receipting.
- Reviews vendor/supplier statements to ensure timely payment of outstanding invoices.
- Reconciles equipment acquisitions with Fixed Asset Inventory system; record relevant asset information and coordinate with the Comptroller of the Sioux Falls School District.
- Oversee equipment/property disposals; gather necessary disposal forms; prepare disposition summary for monthly board reports/actions; ensure documentation of final disposition; maintain all supporting documentation for disposals.
- Compile supporting documentation and prepare monthly sales tax returns; prepare voucher for sales tax payments.
- Provides backup support for the Business Office Accounts Receivable and Student Account functions.
- Access computerized financial information to answer general questions as well as those related to vendor, bank, and employee inquiries.
- Interact with staff on a daily basis regarding the Institute's policies and procedures including: accounts receivable, accounts payable, fixed asset, and general ledger related questions.
- Comply with federal, state, and institutional policies, procedures, and regulations.
- Answer telephones, direct calls, and take messages.
- Perform other duties as assigned by supervisor or the Vice President, Finance/Operations.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

SKILLS & ABILITIES

Education: Bachelor's degree with an Accounting emphasis/major required.

Experience: Two years related experience.

Computer/Technology Skills: Ability to use accounting, spreadsheet, word processing and email at a highly proficient level to accurately keep financial records. Operate office machines, such as 10-key calculators, photocopiers, facsimile machines, and voicemail systems.

Other Requirements:

- Knowledge of office administration and bookkeeping procedures.
- Knowledgeable and proficient in accounts payable, accounts receivable, and maintaining general ledgers; and the related record keeping.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Ability to stay on task with frequent interruptions.
- Ability to meet multiple deadlines during financial processing periods.
- Confidentiality concerning financial, student, and employee files.
- Post-offer criminal background check required.

PHYSICAL DEMANDS

Physical Demands

		<u>Lift/Carry</u>	
Stand	F (Frequently)	10 lbs or less	C (Constantly)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)	<u>Push/Pull</u>	F (Frequently)
Crawl	O (Occasionally)	12 lbs or less	O (Occasionally)
Squat or Kneel	F (Frequently)	13-25 lbs	O (Occasionally)
Bend	F (Frequently)	26-40 lbs	N (Not Applicable)
		41-100 lbs	

N (Not Applicable)
O (Occasionally)
F (Frequently)
C (Constantly)

Activity is not applicable to this occupation.
Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements:

This position will spend long hours sitting and using office equipment and computers. Will occasionally have to do some lifting of supplies and materials. Sometimes spends long hours in intense concentration. Must spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.

Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

Busy, walk-in desk, open office area. Constant interruptions and must interact with others on a regular basis. General office environment with standard office equipment available. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Job is sedentary with physical activities normally required in an office environment. Possible exposure to communicable diseases and temperature changes as individuals enter and exit the building.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____