



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/12/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Accountant I – Financial Statements, Accounts Payable
Status: Full-time, 35 hours/week
Grade: 12
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Controller

PRIMARY PURPOSE:

Ensure financial integrity and responsible accounting, auditing and other fiscal procedures are performed. Serve in a principal role in preparation of interim and annual financial statements. Supervise or carry out other various accounting functions.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Serve in a principal role in the preparation of interim and annual comprehensive financial statements of the College.
- Work with the College's PeopleSoft financial system, the State's financial systems, and other software.
- Assist in the maintenance and automation of accounting/financial systems.
- Oversee the Accounts Payable area.
- Administer financial functions such as budgetary accounting, budget preparation, and similar fiscal procedures.
- Supervise or carry out: preparation of monthly accounting and special reports; maintenance of appropriation and other subsidiary ledgers and determination of proper, classification of accounts for posting therein and reconciliations.
- Provide financial information to the Assistant Controller and Controller upon request. Prepare various other reports as required by other College departments or agencies.
- Maintain permanent files of fixed asset database, accounting for long-term debt areas and analysis of capital projects and bond programs.
- Develop and implement improvements to current systems of internal controls.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Controller.

REQUIRED QUALIFICATION STANDARDS:

Education:

B.S. in Accounting.

Experience:

- A minimum of three years of experience in accounting/budgeting in a responsible position.
- Experience in the preparation of financial statements.
- Experience working with computerized accounting/financial systems.

Skills, Knowledge and Abilities:

- Thorough knowledge of fund accounting principles, including experience complying with current GASB pronouncements.
- Demonstrated skills in administration, organization.
- Ability to develop and implement improvements to accounting systems and possess ability to multi-task.
- Ability to analyze and prepare financial statements.
- Proficiency with Microsoft Excel and Word programs.
- A working knowledge of the principles of public or private accounting or administrative systems.

PREFERRED:

- CPA or Master's in a finance-related field.
- Related experience in a college or university accounting/budgeting position.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.