



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Chief Accountant
Status: Full-time, 35 hours/week
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Controller

PRIMARY PURPOSE:

Oversee and supervise, with the Assistant Controller, the recording and summarization of all financial information pertaining to the fiscal operation of Rhode Island College. Work with the Assistant Controller in the preparation of financial statements and reports submitted to the Board of Education's RI Office of Postsecondary Commissioner, College administration, auditors, and others both internal and external to the College.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Authorize and review supporting documents for disbursements from funds maintained for students and on-campus agencies.
- Prepare, with the Assistant Controller, the annual financial statements of Rhode Island College.
- Supervise, assist with the preparation of monthly and other payrolls, payments of federal and state taxes, and the necessary maintenance of payroll information regarding individuals and departmental charges.
- Supervise, assist with the grant accounting operation of the College to ensure the timely filing of grant fiscal and program reports.
- Perform or coordinate all general ledger accounting activities of the College including but not limited to:
 - Ensure the proper functioning of the College's computerized finance system, including implementation, updates, and improvements.
 - Ensure the accuracy of all data input into the College's and third-party computerized financial and other management systems.
 - Prepare or coordinate the preparation of schedules and reconciliations needed to ensure that financial systems are in balance.
 - Prepare, assist with, and/or coordinate the preparation of schedules, analyses, projections, reports, financial statements, and tax documents as required.
- Responsible for the maintenance of fixed assets and capital project accounting.
- Assist in the development, documentation, implementation, and improvement of financial policies and procedures.
- Work collaboratively with others in a diverse and inclusive environment.
- Supervise fiscal and clerical staff in the Accounting Office and assign work when required.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Controller

REQUIRED QUALIFICATIONS STANDARDS:

Education:

Bachelor's Degree in Accounting or related field with a major/concentration in Accounting.

Experience:

- Minimum of five years' experience working for an organization with a complex, integrated, automated management information system with the ability to prepare and adjust trial balances and financial statements.
- Minimum of two years' experience in supervising full-time staff.

Skills, Knowledge and Abilities:

- Ability to analyze and enhance accounting systems and procedures.
- Experience with the analysis and preparation of financial statements.
- Ability to work independently and with teams in a deadline and detail-oriented environment.
- Strong interpersonal, communication, organizational and analytical skills.
- Advanced working knowledge of Excel and Word.

PREFERRED:

- Master's degree in Business Administration or Certified Public Accountant.
- Experience in a college or non-profit agency setting.
- Familiarity with fixed assets.
- Experience using PeopleSoft ERP or other enterprise accounting software systems.

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.