POSITION TITLE: Accounting Assistant
DEPARTMENT: Business Office

PURPOSE: This position performs a variety of accounting tasks to assist the Comptroller, as well as prepare and process the monthly payroll; other duties include general ledger, accounting and internal auditing functions, and act as backup for other staff in the Business Office.

ESSENTIAL FUNCTIONS

Accounting:
Set up new accounts in general ledger; reconcile selected general ledger accounts; write journal entries for reclassification of expenses as needed.
Set up automatic bank transactions for student accounts.
Track college credit card numbers and owners. Process monthly credit card reconciliations for Comptroller review.
Process unclaimed property letters and reports. Assist Business Office with annual inventory.
Prepare monthly budget-to-actual on all grants; be a point of contact for all federal grants and state contracts; be contact person for department inquiries concerning budget and actual expenses.
Prepare monthly bank reconciliation of the Flexible Spending Account (FSA). Perform account reconciliations of all balance sheet accounts as requested by Comptroller.
Prepare quarterly billing for Foundation accounts receivable, and ensure timely billing and receipt of payment.
Act as back-up to Comptroller when unavailable or absent, including assistance with campus inquiries concerning financial information.

Payroll:
Perform computer input of monthly payroll of 400+/- employees, as well as prepare related requisitions for withholding, annuities, benefits, etc. Perform electronic deposit function; complete computer reports to verify accuracy. Process payroll information to Oregon PERS.
Check for miscalculations/misapplications in payroll and report errors to Comptroller; complete corrective data-entry.
Prepare and complete monthly, quarterly, and annual federal and state payroll and accounting reports as required, including W-2, W-3, workers compensation fund, PERS (EDX) reports, and 1099. Insure accurateness by balancing monthly.
Input and maintain employee medical insurance data. Respond to employee questions regarding insurance programs and services. Assist Human Resources department with open enrollment and new hire benefit information.
Keep up with payroll-related federal and state law and regulation changes.
Assist with budget and audit preparation as assigned.

General:
Act as backup to other department positions; assist department by answering phone and directing caller to appropriate person; file requisitions, invoices and purchase orders.

Write purchase orders and code requisitions as needed.

Assist in reconciliation and posting of general cash receipts when Student Services Counter Supervisor is unavailable.

May make formal presentations to staff concerning college payroll and benefit programs.

TVCC values **professionalism** in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

**QUALIFICATIONS**

MANDATORY: Bachelors degree in accounting or related field plus two or more years of accounting and/or payroll experience, or any satisfactory combination of experience, education, and training which demonstrates the knowledge, skills and abilities to perform the duties. Able to perform accounting functions in accordance with Generally Accepted Accounting Principles and Practices in compliance with guidelines established by outside agencies and the college. Advanced knowledge of a variety of office practices and procedures, use of office equipment, including 10-key calculator, MS Office software, and accounting software. Able to maintain confidentiality of employee and student records and information.

PREFERRED: Master’s degree in accounting or related field.

**PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 25 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

**WORKING CONDITIONS**

Usual office working conditions. The noise level in the work environment is typical of most office environments. Minimum physical exertion.

**SUPERVISORY RESPONSIBILITY**

None. May oversee the duties and schedule of a work study.

**SUPERVISION RECEIVED**
Works under the general supervision of the Comptroller.

The above description covers the most significant duties performed but does not include other related occasional work.

I have read and understand this position description.

Employee Signature                                         Date

Created 6/08; Updated 3/10