



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Chief Accountant
LOCATION:	Accounts Payable, Warwick Campus
REPORTS TO:	Business Manager
GRADE:	CCRIPSA 13
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Professional, clerical staff and/or student staff

JOB SUMMARY: Responsible for the proper functioning of the Accounts Payable Office and other related financial functions, which may be assigned, at the Community College of Rhode Island. To take part in and/or supervise the preparation of various financial reports for the College, the Board of Education, internal and external auditors, and others both internal and external to the College. Participate in the development, implementation and documentation of policies, systems, procedures and controls. Supervise the staff and operations of the Accounts Payable Office.

DUTIES AND RESPONSIBILITIES:

- Directly responsible for the accurate and efficient payment of vendors engaged in procurement activities with the CCRI Purchasing Office, consistent with State, college and Federal policy.
- Supervise and monitor the performance of personnel assigned.
- Perform and coordinate the daily, monthly and annual accounts payable activity of the College, including fiscal year-end activities and multi-year encumbrances.
- Ensure accurate receiving documentation is properly authorized, entered into the banner finance system and reconciled with vender invoicing.
- Ensure that AIA documentation and vender invoicing is consistent with purchase order parameters.
- Expedite all college purchase orders for receiving, invoicing, and encumbrance balances in a consistent and timely manner.
- Use banner system and other reporting mechanisms to track purchase order and payable activity.
- Responsible for pre-auditing staff work and training of staff.
- Verify accuracy of vender information in banner system consistent with IRS regulations.
- Ensure the accuracy of all data input into the Financial Records/Accounts Payable System (Banner).

Knight Campus

- Perform testing of the proper functioning of the Accounts Payable System and integration with other banner components as needed with system upgrades.
- Coordinate and ensure the correct processing of accounting data for the State computer system.
- Prepare or coordinate the preparation of schedules and reconciliation needed for accurate processing of accounts payable function.
- Responsible for technical integrity of all aspects of the computerized Accounts Payable, Banner Security and Banner components.
- Assist in the development, implementation and documentation of financial policies and procedures.
- Prepare, assist and/or coordinate the preparation of schedules, analyses, projections and reports as required.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Personal computers, computerized accounting systems and software, calculators, and telephone.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- A Bachelor's Degree in Business Administration with a concentration in Accounting required.
- A minimum of five years' experience working for an organization with a complex, integrated, automated management information system with a focus on high volume Accounts Payable activity.
- Two years' experience in supervising full time staff is required.
- Advanced working knowledge of Excel and Word required.
- Must possess strong interpersonal skills as well as be able to communicate effectively both orally and in written form.
- Must be able to work independently and have strong organizational and analytical skills.
- Must be able to work accurately and efficiently in a deadline and detail-oriented environment.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected

veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ehcanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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