



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Chief Accountant

**LOCATION:** Controller's Office, Warwick Campus

**REPORTS TO:** Assistant Controller

**GRADE:** CCRIPSA 13

**WORK SCHEDULE:** Non-standard, 35 hours per week

**BASIC FUNCTIONS:**

- Oversee the proper functioning of compliance and controls and assist with fixed assets and other related financial functions, as assigned, at the Community College of Rhode Island.
- Prepare and/or supervise the preparation of various financial statements and 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, documentation, implementation, and improvement of policies, procedures, and processes.

**DUTIES AND RESPONSIBILITIES:**

- Supervise and monitor the performance of personnel assigned.
- Perform or coordinate all general ledger and related sub-ledger accounting activities of the College including but not limited to:
  - Ensuring the proper functioning of the College's computerized finance system, including implementation, updates and improvements
  - Ensuring the accuracy of all data input into the College's and third party computerized financial and other management systems
  - Preparing or coordinating the preparation of schedules and reconciliations needed to ensure that financial systems are in balance
  - Preparing, assisting with and/or coordinating the preparation of schedules, analyses, projections, reports, financial statements, and tax returns as required
- Review, assess and audit compliance and controls
- Provide training to the many departments that feed information to the controller's office for processing
- Assist in the development, documentation, implementation, and improvement of financial policies and procedures
- Assist in maintenance of fixed asset accounting

**Knight Campus**

- Participate in departmental and cross-functional teams and special projects
- Identify reports needed by administration, faculty, students and staff that will facilitate decision making and monitor productivity.
- Other related duties as assigned

**LICENSES, TOOLS AND EQUIPMENT:**

Must be proficient in the use of personal computers, calculators, adding machines, and office telephone systems. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. Occasional travel to other campuses and locations may be required.

**QUALIFICATIONS:**

Required:

- Bachelor's degree in Business Administration with a concentration in Accounting
- 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' supervisory experience
- Advanced working knowledge of Microsoft Word and Excel as well as advanced working knowledge of Banner or similar ERP system required
- Strong interpersonal, communications, organizational, and analytical skills
- Ability to work independently and with teams in a deadline and detail-oriented environment

Preferred:

- Certified Public Accountant, Certified Management Accountant, or Master's degree in Business Administration
- Familiarity with Payment Card Industry Data Security Standards (PCI)
- Experience developing reports with ARGOS, COGNOS or similar reporting tool
- Experience in a college or non-profit agency setting
- Audit experience and familiarity with FASB/GASB accounting principles

**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, [ecanning@ccri.edu](mailto:ecanning@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://www.ccri.edu/campuspolice/clery/report/>

CONTROL501019.jd  
10/2018