



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Chief Accountant
<b>LOCATION:</b>	Controller's Office, Warwick Campus
<b>REPORTS TO:</b>	Assistant Controller
<b>GRADE:</b>	CCRIPSA 13
<b>WORK SCHEDULE:</b>	Non-Standard, 35 hours per week

**CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:**

- Oversee the proper functioning of grants, contracts, 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

**Knight Campus**

- Preparing or coordinating the preparation of schedules and reconciliations needed to ensure that financial systems are in balance
- Coordinating the set-up, maintenance, invoicing, and closeout of federal, state, and private grants and contracts
- Preparing, assisting with and/or coordinating the preparation of schedules, analyses, projections, reports, financial statements, and tax returns as required
- Account for Federal, state, and third-party grant projects, including set-up, maintenance, billing and close-out.
- Assist in the development, documentation, implementation, and improvement of financial policies and procedures
- Transfer or coordinate the transfer of College funds
- Maintenance of capital asset accounting
- Perform or coordinate all functions relating to non-student receivables
- Participate in departmental and cross-functional teams and special projects
- 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:**

- Must be proficient in the use of various office equipment which may include computers, calculators, adding machines, copy and fax 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' experience supervising full time accounting staff
- Advanced working knowledge of Microsoft Word and Excel as well as advanced working knowledge of Banner or similar ERP system
- 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
- Experience in a college or non-profit agency setting; with grant and contracting accounting; with fixed asset accounting.
- Public accounting experience and familiarity with FASB/GASB accounting principles
- Experience in grant/contract billing

**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/>