



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Chief Accountant
<b>POSITION NO.</b>	501019, 501399, 501634
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Associate Controller
<b>GRADE</b>	CCRIPSA 13
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Professional and clerical staff
<b>REVISION DATE</b>	July 2023

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**JOB SUMMARY:**

- 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
- 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.

**ENVIRONMENTAL CONDITIONS:**

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

**REQUIRED QUALIFICATIONS:**

- 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
- Strong interpersonal, communications, organizational, and analytical skills
- Ability to work independently and with teams in a deadline and detail-oriented environment.

**PREFERRED QUALIFICATIONS:**

- 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

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.