



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Accountant
LOCATION:	Bookstore
REPORTS TO:	Chief Accountant
GRADE:	CCRIPSA 10
WORK SCHEDULE:	Non-Standard, 35 hours per week

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners 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.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

Under the direction of the Chief Accountant and the Director of Auxiliary Business Services, assist in planning, performing and supervising all types of accounting activities in the College's Bookstores.

DUTIES AND RESPONSIBILITIES:

- Be responsible for processing and maintaining all aspects associated with Accounts Receivable and Financial Aid, including but not limited to, billing, receipts, and reconciliation.
- Process and maintain all aspects related to Accounts Payable, including but not limited to, verifying, entering, paying, filing. Must facilitate with Textbook Managers on all campuses as necessary.
- Assist with daily deposits and sales reports.
- Provide store coverage as needed including the ability to operate the Point of Sale Terminal and cash registers.

- Assist in the monthly and annual closing of the bookstore financial accounting system with familiarity of both college's Banner administrative system as well as the Bookstore's Point of Sale system.
- Find equitable solutions for students having problems purchasing, paying, returning or selling back books. Assist in customer service such as students receiving scholarship aid, processing department charges and other customer service as needed.
- Be available for hours needed for semester rush, year-end inventory, buy-back etc.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student centered environment, and with students of various learning styles, cultures, identities and life experiences.
- Other related duties as assigned

QUALIFICATIONS:

- BS/BA degree in accounting or business administration required.
- A minimum of three years employment in a public agency or in private industry involving advanced professional accounting duties utilizing sophisticated accounting software, office PC applications, and advanced computer query and reporting applications.
- A working knowledge of MS Office applications, e.g., Word, Excel, and Access
- High level analytical and problem solving skills
- Strong attention to detail
- Must possess strong interpersonal and customer service skills as well as be able to communicate effectively both orally and in written form.
- Higher education experience preferred
- Retail accounting experience preferred with an emphasis on inventory management/control

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, cash registers, pin-pads, servers, Point of Sales systems, the college's administrative systems and software, calculators, and telephone. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. 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 Title IX Coordinator at: TitleIXCoordinator@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:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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Knight Campus

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