



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

**BASIC FUNCTION:** Under the direction of the Chief Accountant and the Bookstore Director, 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. Must assist in facilitating the federal financial aid feeds and assisting in student awards.
- 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.
- Maintain invoices on the RI Portal system.
- Assist with daily deposits and sales reports.
- Provide store coverage as needed including the ability to operate the Point of Sale Terminal.
- 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.
- Other related duties as assigned

**MINIMUM QUALIFICATIONS:**

**Education:**

- BS/BA degree in accounting or business administration AND

**Experience:**

- 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

**Knight Campus**

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**Demonstrated:**

- High level analytical and problem solving skills
- Strong attention to detail
- Very good interpersonal and communication skills

**PREFERRED QUALIFICATIONS:**

- Significant course work in information technology

**Experience:**

- Working knowledge of:
  - Relational databases, e.g., Banner (Ellucian)
  - Higher education organizational practices
- Retail accounting experience desirable

**LICENSES, TOOLS AND EQUIPMENT:**

Personal Computer, telephone, fax, copier, equipment used in providing instruction, and other office equipment. 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 / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.