POSITION DESCRIPTION

TITLE: Chief Accountant

LOCATION: Business Office, Warwick Campus

REPORTS TO: Business Manager

GRADE: CCRIPSA 13

BASIC FUNCTION:

Responsible for the proper functioning of the Accounts Payable Office and other related financial functions, which may be assigned, at the Community College of Rhode Island. To take part in and/or supervise the preparation of various financial reports for the College, the Board of Governors, internal and external auditors, and others both internal and external to the College. Participate in the development, implementation and documentation of policies, systems, procedures and controls. Supervise the staff and operations of the Accounts Payable Office.

DUTIES AND RESPONSIBILITIES:

Directly responsible for the accurate and efficient payment of vendors engaged in procurement activities of the CCRI Purchasing Office.

Supervise and monitor the performance of personnel assigned.

Perform or coordinate the daily, monthly and annual accounts payable activity of the College, including fiscal year-end activities and multi-year encumbrances.

Coordinate the preparation and distribution of vendor payments for the College.

Ensure the accuracy of all data input into the Financial Records/Accounts Payable System (Banner). Data is generated from various offices such as Purchasing, Business Office and Accounts Payable.

Ensure the proper functioning of the Accounts Payable System.

Coordinate and ensure the correct processing of accounting data for the State computer system.
Prepare or coordinate the preparation of schedules and reconciliation needed for accurate processing of accounts payable function.

Responsible for technical integrity of all aspects of the computerized Accounts Payable, Banner Security and Banner components.

Assist in the development, implementation and documentation of financial policies and procedures.

Prepare, assist and/or coordinate the preparation of schedules, analyses, projections and reports as required.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, computerized accounting 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.

QUALIFICATIONS:

A Bachelor’s degree in Business Administration required. Master’s degree preferred. A minimum of five years experience working for an organization with a complex, integrated, automated management information system with a focus of Accounts Payable. Three to five years’ experience in supervising full time staff is required. Advanced working knowledge of Excel required. Must possess strong interpersonal skills as well as be able to communicate effectively both orally and in written form. Must be able to work independently and have strong organizational and analytical skills. Must be able to work accurately and efficiently in a deadline and detail-oriented environment.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. 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.

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