

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Accountant	FLSA status:	Exempt
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DEPARTMENT:	Business Office	REPORTS TO:	Controller
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Position summary: Under indirect supervision, this position is responsible for the accounting functions for the College. This position reports directly to the Controller, keeping him/her abreast of all planning, organizing, staff and development of Panola College's financial affairs.

Position responsibilities:

- Reconcile monthly bank statement and make corresponding journal entries.
- Complete monthly sales tax report and make corresponding journal entries.
- Complete quarterly payroll tax reports including tax report and 941 report.
- Serve as back up to the accounts receivable and accounts payable clerks.
- Assist with all areas of the registration process.
- Complete monthly Optional Retirement billing statements for payment to various carriers.
- Complete monthly Teacher Retirement reporting requirements.
- Complete monthly Employees Retirement System reporting requirements including group insurance hard copy reports, disk information and payment.
- Complete all other various payroll deduction billing statements for payment including Credit Union payments, tax sheltered annuities and various insurances not through group insurance.
- Compile information for all payroll transfers and payroll tax deposit payments.
- Maintain private scholarship accounts for students.
- Prepare monthly optional retirement reimbursement reports.
- Verify and transfer state appropriation monies received monthly.
- Maintain a spreadsheet of all current year fixed asset additions through general ledger analysis, serial number identification and tagging procedures. A year end reconciliation is completed for the external auditors.
- Complete all monthly processing of the general ledger including journal entry input, posting of the general ledger and ledger balancing.
- Run monthly budget reports for disbursement to various administration and department heads.
- Complete journal entries and requisitions for payment to Panola College for student charges to private scholarship accounts and club accounts.
- Verify the existence and location of fixed assets (\$5,000 or more) annually.
- Maintain a detailed inventory record of the College inventory items.
- Provide data to the collection agency to ensure collection of delinquent debts.
- Review and update internal policies and procedures.
- Assist external auditors with various areas of fiscal audit including workpaper preparation and data compilation as needed.
- Assist students and employees as needed.
- Provide innovation and vision for the College.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree in related field required, Accounting degree preferred.
- Three years of experience directly related to the duties and responsibilities outlined preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Demonstrate knowledge of accounting functions within the institution.
- A strong public service orientation to work well with faculty, staff, students, and the community.

- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.