

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Accounting/Grants Analyst	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:

- 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.
- Verify the existence and location of fixed assets (\$5,000 or more) annually.
- Maintain a detailed inventory record of the College inventory items.
- Depreciation calculation and analysis used in the annual Financial Statements.
- Perkins Grant monitoring of capital assets paid with Grant Funds.
- Oil and Gas royalty monitoring.
- Request for Proposal and Request for Quote preparation and monitoring.
- Contract writing and review, as requested.
- Cost/Benefit Analysis report creation, design and distribution used for the annual Budget Hearings.
- Insurance management and monitoring of our insurance agencies.
- IPEDS reporting and analysis.
- Collaborate with Institutional Research on reports and data.
- Work with Grants Coordinator in all aspects of Grant reporting, reconciliation and submission.
- Review and update internal policies and procedures in relation to this position.
- 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.