

SOUTH GEORGIA COLLEGE
Job Description

Working Title: Accountant
Job Classification: Administrative
FLSA Exemption: Administrative
Department: Business Affairs

Purpose:

This is an administrative position that is responsible for the following functions: expense management, asset management, offsite bookstore sales, general day-to-day accounting and general ledger duties. Also, this position will be cross-trained in accounts payable.

Nature of Work:

Essential Functions

- Manages and performs all processes associated with expenses.
- Manages and performs all necessary operations related to assets.
- Organizes and executes offsite book sales.
- Perform various duties associated with computerized accounting.
- Reports to work as scheduled by immediate supervisor.

Required/Desired Knowledge, Abilities and Skills:

- Thorough knowledge of computer systems, to include experience in Microsoft Office Suite.
- Excellent communication skills needed - speaking, writing, and interpersonal relations.
- Considerable knowledge of the policies, rules, and regulations of the institution relative to the position.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Ability to develop and maintain effective working relationships - with institution officials, administrators, and employees.
- Ability to keep complex records and to assemble and organize data, and to prepare reports from such records.

Required/Desired Education, Experience and Necessary Qualifications:

Bachelor's degree in accounting required; three-five years experience in accounting, preferably with an educational institute.

Supervision:

This position reports to the Director of Business Affairs.

