



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Chief Accountant
<b>POSITION NO.</b>	502892
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Associate Controller
<b>GRADE</b>	PSA 13
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	May supervise professional and clerical support
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	last date revised

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**JOB SUMMARY:**

Reporting to the Associate Controller, the Chief Accountant oversees the proper functioning of financial reporting, compliance, internal controls, assists with fixed assets, supervises staff as needed, provides departmental support.

**DUTIES AND RESPONSIBILITIES:**

- Commitment to CCRI's Mission:
  - Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
  - Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.
  - Provide training to the many departments that supply information to the controller's office for processing.
- Financial Reporting:
  - Perform or coordinate all general ledger and related sub-ledger accounting activities of the College including but not limited to:
  - Confirming the proper functioning of the College's computerized finance system, including implementation, updates and improvements.
  - Ensuring the accuracy of all data input into the College's and third party computerized financial and other management systems.
  - Preparing or coordinating reconciliations and journal entries, such as accruals, prepaids, and reclassifications, needed to ensure that financial records are correct.
  - Preparing, assisting with and/or coordinating the preparation of schedules, analyses, projections, reports, financial statements, and tax returns as required.
  - Maintaining the agency trial balance and preparing budget entries.
  - Identify reports needed by administration, faculty, students and staff that will facilitate decision making and monitor productivity.
- Compliance:
  - Responsible for following policies, procedural requirements, and meeting deadlines for internal and external stakeholders.
  - Review, assess, and audit compliance and controls.
  - Assist in the preparation of accounting journal entries and supporting schedules for Subscription Based Information Technology Arrangements (SBITAs), service agreements, and leases, to comply with GASB pronouncements.
  - Assist in the development, documentation, implementation, and improvement of financial policies and procedures.
  - Manage record retention and maintenance, as needed.
- Fixed Asset Administration:

- Assist in maintenance of fixed asset accounting.
  - Perform physical inventory of fixed assets.
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  - Staff Supervision:
  - Supervise and monitor the performance of personnel assigned.
- Departmental Support:
    - Account for federal, state, and third-party grant projects, including set-up, maintenance, billing, and close-out, as needed.
    - Prepare accounting entries, reconciliations, and other schedules for the College's operations, and auxiliary operations (dinning and bookstore), as needed.
    - Assist with payroll, adjustments, journal entries, and reconciliations, as needed.
    - Handle banking duties, such as check disbursements, electronic payments, and cash reconciliations, as needed.
    - Attend in-service and other job-related trainings.
    - Work collaboratively with others in a diverse and inclusive environment.
    - Participate in departmental and cross-functional teams and special projects.
    - Other related duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Business Administration with a concentration in Accounting.
- Minimum of three years' experience working for an organization with a complex, integrated, automated management information system with the ability to prepare and adjust trial balances and financial statements.
- Advanced working knowledge of Microsoft Word and Excel as well as advanced working knowledge of Banner or similar ERP system required.
- Strong interpersonal, communications, organizational, and analytical skills.
- Ability to work independently and with teams in a deadline and detail-oriented environment.
- Working Knowledge of Generally Accepted Accounting Principles (GAAP).

**PREFERRED QUALIFICATIONS:**

- Certified Public Accountant, Certified Management Accountant, or Master's degree in Business Administration.
- Familiarity with Payment Card Industry Data Security Standards (PCI).
- Experience developing reports with ARGOS, COGNOS or similar reporting tool.
- Experience with fixed asset accounting.
- Experience in a college or non-profit agency setting.
- Audit experience and familiarity with FASB/GASB accounting standards.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.