



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Accountant
POSITION NO.	504036
LOCATION	Warwick
REPORTS TO	Senior Manager Accounting Operations
GRADE	CCRIPSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	N/A
SUPERVISION	N/A
REVISION DATE	

JOB SUMMARY:

Under the direction of the Senior Manager Accounting Operations, the Accountant assists in the planning, performing, and supervising of all types of accounting activities in the College's Accounts Payable Department.

DUTIES AND RESPONSIBILITIES:

- Process and maintain all aspects related to Accounts Payable, including but not limited to, verifying, entering, paying, filing, ensuring compliance with the State and College's policies and procedures
- Assist in the monthly and annual closing of the financial accounting system with familiarity of both college's Banner administrative system as well its integrated systems (Chrome River, etc.)
- Provide customer service to CCRI's internal and external customers to resolve payment issues
- Be available for hours needed for year-end
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities and life experiences
- Other related duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

- Personal computers, computerized accounting systems and software, calculators, and telephone.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- BS/BA degree in accounting or business administration required
- A minimum of three years employment in a public agency or in private industry involving advanced professional accounting duties utilizing sophisticated accounting software, office PC applications, and advanced computer query and reporting applications
- A working knowledge of MS Office applications, e.g., Word, Excel, and Access
- High level analytical and problem-solving skills
- Strong attention to detail
- Must possess strong interpersonal and customer service skills as well as be able to communicate effectively both orally and in written form

PREFERRED QUALIFICATIONS:

- Higher education experience

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