

# Job Description

Position Title: Analyst 2, Accounting

Job Family: Financial Services

Job Type: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 05

## Position Summary:

The Accounting Analyst 2 performs a wide range of detailed, complex accounting functions. Monitors and maintains a variety of grants, contracts, and College funds. Develops budgets and aligns and tracks expenditures across multiple systems. Reconciles and tracks purchases and other expenditures. Verifies information and processes applicable documents. Researches and interprets fiscal standards and regulations.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Prepares and submits bi-weekly wage withholding payments for the State of Arizona and the IRS for Federal, State, and Public Safety Retirement. Monitors, analyzes, and reconciles financial information for submission of W2s, quarterly state tax forms, and federal payroll tax forms.
2. Responds to questions from regulatory agencies including the IRS, Social Security Administration, State of Arizona, Bank of America, and the Department of Economic Security. Responds to auditors from the Arizona Auditor's General Office. Provides backup documentation, researches payments and accounts.
3. Awards, disburses, reconciles, and coordinates services for Title IV funds including Pell Grants and Federal Educational Opportunity Grants (FSEOG) administration. Oversees other types of financial aid programs such as: private educational loans and state government aid.
4. Reviews awarded grants (Federal, State, Private, Foundation) to ensure fiscal compliance and responsibility for the grant period. Monitors and analyzes financials for each grant. Oversees monthly fiscal grant reporting and processes reimbursements, withdrawals, and invoicing in multiple payment systems.
5. Prepares quarterly and annual financial reports to funding agencies. Monitors, analyzes, and reconciles internal and external information; investigates and resolves discrepancies. Prepares complex summary reports and makes recommendations for administrative review.
6. Ensures all work is completed within appropriate timelines and compliance guidelines in adherence with the strategic plan.
7. Performs special projects; prepares and delivers oral and written reports.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Accounting, Finance, or a closely related field of study required.
  - One (1) to Three (3) years of related experience in accounting or finance required.
  - Three (3) to Five (5) years of related experience in accounting or finance preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours