

Job Description

Position Title: Analyst 3, Accounting

Job Group: Financial Services

Job Level Group: Professional Senior

FLSA Status: Exempt

Position Summary:

The Analyst 3, Accounting performs a variety of accounting and financial reporting functions for the various College departments. Prepares comprehensive financial reports. Performs complex reconciliations of extensive financial data. Perform in-depth financial analyses; generates ad-hoc budget and reporting. Monitors, organizes, summarizes and compiles financial and program data. Oversees financial aid funds.

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. Reviews, analyzes, corrects, and presents the College financial position. Performs financial data analyses.
2. Reconciles general ledger and bank accounts. Reviews cash records and monitors the College's cash position to ensure available cash to meet the college's daily cash obligations. Communicates with banking institutions, external auditors, and other departments of the college.
3. Implements Governmental Accounting Standards Board (GASB) pronouncements and adheres to federal and state regulations to ensure the college is compliant with all financial reporting, grant and contract reporting.
4. Performs advanced governmental account reporting functions. Prepares comprehensive financial reports for the College including financial statements, footnotes and related schedules. Reconciles and draws down financial aid funds monthly.
5. Prepares complex financial statements and budget documents used in making management decisions.
6. Serves as lead in capital budget development and financial reporting. Provides financial estimates for revenue budget. Coordinates and implements various department budgets. Analyzes expenses and makes budget projections.
7. Participates in financial system testing and implements changes to the College's automated financial systems. Employs data mining to determine complex queries used to run reports of various databases.
8. Executes and manages multiple contracts and agreements.
9. 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:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

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.
- Master's degree or in Accounting, Finance, or a closely related field of study preferred.
- Three (3) to Five (5) years of related experience in accounting or finance.
- More than eight (5) years of related experience in accounting or finance preferred.

- Certified Public Accountant (CPA)

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 stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally 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 Required
- DMV Check/Current and Valid AZ Driver's License