TITLE: Accounting Svcs. Coor., Housing
JOB GROUPING: 

SALARY TABLE AP
SALARY GRADE: 11
FLSA: NonExempt

CLASS CODE: PN383
EEO CODE: 30
EMPLOYEE CLASS: PN

POSITION PURPOSE

Serves as a member of the Finance team, providing accounting services to Housing and Residential Life management, staff and students. Analyzes financial information using the The Housing Director and various SCT Banner Systems to create and maintain accurate financial records and reports. Reports to Associate Director, Business Affairs, Housing.

<table>
<thead>
<tr>
<th>Essential Job Functions</th>
<th>% Time</th>
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</thead>
<tbody>
<tr>
<td>Gains and applies knowledge of The Housing Director system and the reporting process, including running current reports and developing ad hoc reports as needed. Enters meal plans and payments into The Housing Director and/or the CSGlobal system. Monitors payments in the CashNet system and uploads applicable payments into The Housing Director.</td>
<td>30%</td>
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<tr>
<td>Ensures accuracy of posting of housing and other charges and payments in the Housing Management System, The Housing Director, and Banner Financial Management System. Performs reconciliations between the systems on a daily basis to make sure all transactions posted successfully. Investigates and resolves problems as appropriate.</td>
<td>25%</td>
</tr>
<tr>
<td>Prepares monthly journal vouchers to record housing charges, security deposits, Warrior dollars, etc., and submits to General Accounting for posting. Serves as coordinator for the Procurement Card program for cardholders in Housing and Student Center Building Student Auxiliary Services. Assists as needed with time cards, webtime entry and electronic personnel action forms for Student Auxiliary Services. Serves as liaison with Accounting on matters relating to taxable meal plans.</td>
<td>15%</td>
</tr>
<tr>
<td>Analyzes budgets for mainly the Housing, Dining, Conferences and Student Center Building auxiliaries. Assists with analysis of the budget for other areas.</td>
<td>15%</td>
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<tr>
<td>Audits student accounts to ensure students are charged the proper amounts. Performs audit of cash collected on a daily basis in the Student Center Information and Service Center.</td>
<td>10%</td>
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<td>Other duties as assigned.</td>
<td>5%</td>
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</tbody>
</table>

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.
MINIMUM QUALIFICATIONS

Education
Requires a Bachelor’s degree in Accounting, Finance or Business Administration from an accredited college or university. Preferred: Completion of 12 semester hours in Accounting or a Master of Business Administration degree.

Experience
Minimum 3 years prior job-related experience. Preferred: 2 years applied accounting experience, ideally in a higher education environment.

Knowledge, Skills and Abilities
Ability to compare, contrast and quality check work with keen attention to detail. Ability to present numerical data orally and in writing or through graphics. Strong analytical skills including: critical thinking, mathematics, financial monitoring, and complex problem solving. Knowledge of and proficient in the use of Microsoft Office including spreadsheets, database and reporting tools. Knowledgeable and proficient in the use of electronic financial management systems. Effective interpersonal and customer service skills.

WORKING CONDITIONS
Normal office environment.