



Job Description

Job Title: Assistant Accountant

JTC: TE0

Salary Range: N03

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs accounting functions requiring initiative and the exercise of independent judgement and knowledge of organizational accounting.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must demonstrate basic knowledge of accounting principles and practice. Able to analyze financial records and transfer information. Strong knowledge of bookkeeping practices and procedures. Ability in correcting and modifying inaccurate files and records.

Working knowledge of personal computers with strong skills using Excel and Microsoft Office software. Demonstrate data entry and word processing skills. Ability to utilize computer technology to access data, maintain records, generate reports.

Able to assist team members when needed to accomplish team goals. Must effectively function with all clients of the District and ensure good relations between the organization and its internal and external customers. Ability to interact with employees and vendors in a professional manner.

Strong problem solving, researching and resolution skills and strong attention to detail. Able to assist with audits, fact checks, and resolving discrepancies.

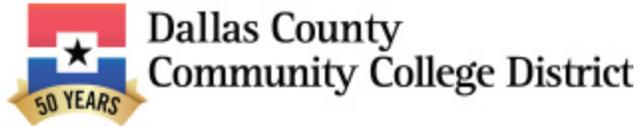
Oral and written communication skills to support intermediate problem solving with vendors, students and staff from diverse backgrounds. The ability to provide quality customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree and plus two (2) year of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***



ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform accounting functions including reviewing and reconciling records and documents. Research documents and accounting records and prepare reports and journal entries.

Identifies and resolves recurring problems and prepares explanation as required. Analyzes accounting records for compliance with DCCCD procedures and/or regulations/policies of external agencies.

Contacts DCCCD staff or external agencies or individuals to obtain, supply or explain data and to identify additional information.

Receive and accumulate data to verify for accuracy. Develop and maintain spreadsheets and/or other related files and records. Perform accounting functions related to accounts receivable, accounts payable, purchasing, bank reconciliations, insurance premiums, etc. Maybe responsible for supervising clerical/general support staff.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.