

5.7.0.1

Issued: October 19, 2010

SUBJECT: Senior Accountant

(Exempt-Administrative)

The Senior Accountant works under direction of the Chief Financial Officer and manages/supervises other employees and/or assumes responsibility for planning, assigning and reviewing work of employees under supervision; regularly assists bona fide executive or administrative personnel; exercises discretion and independent judgment with authority to make important decisions. The Senior Accountant shall:

- be responsible for the timely preparation of and the accuracy of internal financial statements;
- prepare and record accounting journal entries and other transactions,
- maintain, analyze, and reconcile general ledger accounts;
- assist with audits;
- implement internal control procedures;
- be familiar with the systems and internal control procedures of the college as they relate to accounting and fiscal affairs; and
- participate in continuing professional education programs.

Contact for Interpretation: Chief Financial Officer

This policy statement supersedes all previous
policy statements on this subject.