

Blackfeet Community College



Position Description

Junior Accountant

Closing Date	March 27, 2019 @ 3:00 PM
Salary	\$16.00 to \$18.00 Depending on experience
Department	Finance
Personnel Definition	<u>Junior Accountant</u> Position, Regular Full-Time
Term of Employment	<u>12</u> months/year, <u>26</u> pay periods
FLSA	Non-exempt (or exempt for)
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Accountant
Supervision Exercised	<ul style="list-style-type: none"> • N/A
General Statement of Duties	Perform basic accounting duties. Perform bank and account reconciliations. Assist with grant drawdowns. Monitor budgets.
Specific Area of Duties	<ul style="list-style-type: none"> • Accounting
Qualifications	<ul style="list-style-type: none"> • <u>AA</u> degree in <u>Accounting and/or Business</u> or related <u>Book-Keeping</u> field required; Bachelor's degree preferred but not required. • At least 2 years' experience in relevant area.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of Accounting Principles and Concepts • Knowledge of Accounting software • Knowledge of Financial Reports and their Function • Knowledge of Auditing requirements • Knowledge of Excel and Word. <p>Skills Required:</p> <ul style="list-style-type: none"> • Navigate through Accounting software • Process all forms of financial reports (trial balances, general ledgers, balance sheets) • Analyze financial reports • Perform auditing requirements • Computer and keyboarding skills <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to develop spreadsheets and documents

	<ul style="list-style-type: none"> • Ability to read financial reports • Ability to take appropriate action without being instructed
Complexity	This position is required to have analytical skills and the ability to make appropriate decisions based on observations.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Finance Department.
Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk is required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Policies and Procedures Manual • BCC Catalog • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.