



o Classification Description

**STAFF ACCOUNTANT II/JSC**  
**Non-Bargaining Unit**

**GRADE 12**  
**Exempt**

**BASIC FUNCTION**

Perform central accounting support for the Business Office accounting functions. See  
supervise the administration of grant programs in accordance with state and federal  
requirements and monitor and ensure financial accountability for grants administration.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Perform accounting functions including monthly closing and reconciling of  
financial accounts including accounting files and records preparing state and  
special accounting reports and preparing and posting journal entries
- Assist Controller with preparation of quarterly close and year end audit procedures  
and materials for financial reporting and analysis see other accounting  
tasks
- Manage general College grant program in coordination with grant managers to  
ensure compliance with regulations and grant requirements prepare financial  
reports as required
- Administer and budget managers involved with the grants process on  
administrative requirements and meet regularly with these individuals to ensure  
ongoing compliance
- Assist with the development and implementation of internal processes and  
procedures related to the administration of grants
- Perform clerical duties for Payroll processing assisting with payroll forms and

