



- Broad base of technical knowledge and skills related to accounting principles and methods, including payable, receivables, and collection, with experience in fund accounting and financial statement preparation.
- Some background in financial analysis desirable; strong analytical skills.
- Familiarity with Datatel, Excel and financial reporting software, along with familiarity with budgeting/financial reporting in a college environment.
- Ability to deal effectively with a wide variety of college personnel, as well as individuals/organizations outside the VSC system.
- Knowledge of grant administration.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**