



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Accounting Specialist I

Position Title: Accounting Specialist I
Contract Term: 12-month position
Accountable to: Comptroller
Salary: \$35,963 - \$39,046

Summary of Position: This position performs duties in all areas of the business office. It is primarily responsible for accounts payable and purchasing transactions and all duties associated with those responsibilities.

JOB CHARACTERISTICS:

Nature of Work: This position is an office position, which requires working closely with other business office personnel. This position performs account maintenance and payable duties requiring a high level of attention to accuracy, detail, timelines of records and accounts. This position performs the purchasing function of the college, following up on delivery and payment. This position also provides information in the form of reports to numerous project directors on revenues and expenses incurred in the grant(s) they oversee. Completes periodic reviews of the grant accounts assigned and compiles, completes and submits drawdown to the funding agencies. Will handle money daily and completes all credit applications for TMCC. Must maintain confidentiality of sensitive information.

Personal Contacts: Work requires continuous contact with the Comptroller and other business office personnel. This position requires coordination and cooperation with other business office personnel to prepare for the annual audit. In addition, this position has regular contact with college employees and also has contact with students for financial aid disbursements. Regular contact with vendors is also required. Will occasionally work with the general public.

Supervision Received: This position is under the supervision of the Comptroller. Duties are assigned usually face-to-face, but sometimes in meetings and by email or memo. Thorough knowledge of job duties and responsibilities allow for independent work. However, when assignments are given outside of usual duties and responsibilities assistance and direction will be given as required.

Supervision Exercised: This position does not supervise anyone.

Essential Functions:

- Assist in the preparation of and the actual Audit-internal and external.
- Prepare checks and purchase orders.
- Files and maintains Accounts Payable, purchase orders and student financial aid files.
- Responsible for reporting to program directors on a monthly basis a financial statement of their program.



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- Prepare draw-downs as needed or as stipulated by the granting or contracting agency for each grant assigned to this position.
- Perform necessary duties when they are assigned

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Work under the direction of the Comptroller and in close coordination with other Business Office personnel.
- Maintains vendor files.
- Receives all requisitions and processes them based on established procedures.
- Insures that all purchase/payment requests are properly prepared and coded.
- Place all orders once approved.
- Monitors and updates open purchase orders not invoiced.
- Insures all requests for payment are complete.
- Enters invoices for payment.
- Run required reports and performs necessary edit checks prior to making payments.
- Maintains credit card log; responsible for keeping track of all credits cards checkout out through Business Office.
- Run checks, print check registers, contacts check signers and mails checks.
- Monitors budgets for assigned grants.
- Reconcile Petty Cash monthly and record disbursements.
- Follows voided check procedure.
- Prepares 1099's yearly.
- Submits draw-downs for grants as assigned.
- Disburses checks.
- Assists with receiving of supplies and equipment and disburses orders.
- Assist in issuing receipts for monies to be deposited.
- Performs miscellaneous job-related duties as assigned

JOB REQUIREMENTS:

Knowledge:

- Knowledge of TMCC policy and procedures
- Knowledge of TMCC Mission statement
- Knowledge of accounting/auditing policies, principles and procedures
- Knowledge of financial recordkeeping procedures, laws, regulations, and standards
- Knowledge of all facets of non-budget accounting and finance as applicable to a public institution
- Knowledge of federal regulation, law, and auditing requirements
- Knowledge of Jenzabar and Infomaker accounting software
- Knowledge of Microsoft Excel and Word
- Knowledge of records management practices



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Skills:

- Skill in examining and re-engineering operations and procedures, and developing and implementing new strategies and procedures
- Creating spreadsheets or InfoMaker reports for budgets, business office forms and financial reports.
- Will assist in the continuous recruitment and retention of TMCC students.
- Uses a positive attitude to effectively communicate with the public and co-workers.

Abilities:

- Ability to interpret audit information and to institute financial policy, procedure, and/or operational corrections and modifications.
- Establish effective working relationships with fellow employees, supervisors and the public.
- Calculate and perform bookkeeping and accounting functions.
- Maintain records.
- Use independent judgment in routine and non-routine situations.
- Operate a computer and computer software applications to include but not limited to spreadsheet programs, Jenzabar and InfoMaker.
- Plan, organize and/or prioritize daily assignments and work activities.
- Ability to sit for long periods of time working on the computer.
- Ability to lift, push, transfer and lift at least 25 pounds regularly.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate's Degree in Accounting or Business Administration.

Preferred Qualifications:

- Three year's accounting experience preferred.
- Experience working in a business office with computer accounting software and financial records management also preferred.
- Experience working in a tribal college setting preferred.