General Ledger Accountant: Duties and Responsibilities:

The General Ledger Accountant shall be responsible to the Vice-President of Administrative Services. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. Reconcile General Ledger to SBR monthly.
2. Reconcile periodically accounts payable.
3. Review purchase requests for budget availability and for proper account numbers.
4. Import billing numbers from SBR (POISE) to Ellucian.
5. Managing Ellucian - setup, maintain, check for errors.
6. Train new employees on Ellucian purchasing.
7. File sales tax report monthly.
8. Make journal entries to adjust the general ledger monthly including department charges.
9. Assist grant personnel in tracking expenses and filing expense reports.
10. Record charges and pay Texas Book Co monthly.
11. Prepare worker's compensation report annually.
12. Reconcile due to/from monthly.
13. Maintain GL in Ellucian Colleague.
14. Prepare payroll in absence of payroll clerk.
15. Prepare accounts payable in absence of A/P clerk.
16. Oversee payroll payables and payroll accounts receivable.
17. Oversee all Federal Dept. of Education Title IV with Financial Aid.
18. Assist VP of Administrative Services in completing reports.
19. Prepare monthly board report.
20. Assist in preparing cost studies.
21. Review and approve all monthly bank account reconciliations except payroll.
22. Reconcile payroll bank account monthly.
23. Prepare Xerox expense reports monthly for all Vernon copiers; set up and maintain Xerox machines.

24. Post all receipts to the general ledger.
25. Submit IFRS report to the THECB annually.
26. Perform other duties upon assignment by the Vice-President of Administrative Services and the President.

Revised: 04/19, 09/20, 01/23