

## Colorado Mountain College Position Description

Title: Cash Accountant  
FLSA Classification: Non-Exempt  
Hiring Salary Range: \$55,574.10 - \$61,749 (\$26.72 - \$29.69 per hour)

### Primary Responsibility

Under the direction of the Budget/Finance Director, the Cash Accountant performs varied technical accounting duties in support of the cash receipts functions for the College, serves as primary contact to internal and external parties regarding college-wide cash management issues, and is responsible for sales tax and tax documents. Responsible for set-up and support of student payment plans. Applies generally accepted accounting principles and procedures in working with cash accounting records and preparing reconciliation statements. Coordinates activities of subordinates engaged in receiving and paying out of money.

### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's Degree and two years related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities directly applicable to the position: knowledge of generally accepted accounting principles; experience with standard Microsoft Office software, particularly Excel.

Ability to organize and prioritize workload and meet deadlines, perform accurate, detail-oriented calculations, utilize automated computer programs, and prepare financial reports and spreadsheets.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

## Essential Duties

1. Perform complex bank reconciliations, including reconciling all college bank account statements and credit card accounts to the General Ledger. Perform and oversee daily bank transactions download and review for unusual fraudulent account activity. Serve as main liaison to college banking providers to resolve deposit, ACH, file transmission, fraud items, and other issues as required. Manage stop payment requests and positive pay verifications with the banks.
2. Review and reconcile campus site input of cash receipts/deposits into the college ERP software, and maintain electronic records and files related to these accounting activities. Prepare journal entries and input documents to correct campus users' errors.
3. Serve as a lead to campus staff who are engaged in receiving money from students and other parties. Provide cash receipts training for all cashiers on receivable account processes and procedures, including Point of Sale systems. Communicate important dates, deadlines and changes in procedures to all cashiers.
4. Receipt specialized payments and apply specialized charges on client accounts, and process monthly invoices for entities that pay CMC for rent, utilities, etc. This includes preparing journal entries to record revenue such as interest income, and analyzing financial information. Research discrepancies and make corrections to client accounts for misapplied payments and charges.
5. Serve as the liaison to the college-wide Point of Sale vendor and oversee college-wide use of the software.
6. Set up and manage student payment plans using third-party web-based software.
7. Resolve issues with Student Payment Center payments, payment plans, chargebacks and refunds processed.
8. Provide responsive, high quality service to staff, students and clients by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
9. Maintain compliance with internal controls and collaborate with college-wide staff to ensure consistent application of accounting procedures and policies. Work with external auditors to ensure integrity of cash management systems and procedures. Maintain audit records and files for cash and cash equivalents, and assist in fiscal year-end closeout procedures.
10. Handle confidential issues and exercise appropriate judgement in answering questions and releasing information. Maintain confidentiality requirements of FERPA.
11. Safeguard funds and arrange transfer of funds to and from the bank.
12. Processes, calculates, and submits sales tax returns for all campuses and sites.
13. Processes renewal of all sales tax licenses.
14. Implements College-wide tax law changes as needed.
15. Coordinate annual state payback processes and ensure compliance with state and federal entity requirements for receipt of payments and processing of unclaimed funds (includes Great Colorado Payback).
16. Other duties as assigned.

Supervision Received

This position works under the supervision of a designated administrator.

Supervisory Responsibility

This position may serve as a lead to others in the department.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Travel on occasion for department meetings or individual training will be required.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	P430120
Date of review:	05012018; format updated 01102020; range updated 10182022

110.67923.90

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.