

BOSTON COLLEGE

Role Description Form

Version 3

This sample role description has been prepared with helpful hints.

Position Title:	<i>Should describe the nature and level of work performed and be consistent with other BC titles.</i>
Department:	
School or Division:	
Description prepared by (Name title):	
Date prepared:	
Description approved by:	
<i>Please attach cover memo explaining the reason for review. All sections below are to be completed by Compensation.</i>	
Reviewed by Compensation (Name and date):	
FLSA Status:	Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/>
Band:	
MRP:	FY

When writing a role description, consider that the reader does not have the in-depth knowledge of your school or division that you possess. He/she does need to understand the position. Please do not use acronyms or jargon.

Note: If you currently have a role description, your job has changed, and you believe it warrants a review for possible reclassification, you will need to discuss this with your immediate supervisor. Requests for review must be approved by your division/school head and/or your division/school administrator before submission to the Compensation Office.

Role Summary

Briefly summarize the main purpose and primary function of the role in terms of how they contribute to the accomplishment of department, school, division, or University objectives.

This statement describes the reason for the position's existence. It is typically one to four sentences. For example, the role summary for an Instructor position may read:

Coordinate and conduct instructor/trainer development programs which meet the needs of internal and external constituencies and evaluate the effectiveness of Department offerings and instructors.

The role summary for a Stock Room Attendant may read:

Ensure the proper receipt, storage, delivery and distribution of stock, supplies and equipment for the company through the performance of assigned duties.

The role summary for a Manager, General Accounting may read:

Ensure the efficient operation of all general accounting functions, the integrity of related financial reports, statements and data, and the provision of accurate and reliable information to management.

It is suggested that this section be written after completing the rest of the role description. This will give the author the opportunity to review the full job documentation.

Reporting Relationship

Indicate the title of the position to which this position reports.

In the example above for the Manager, General Accounting:

This position reports to the Division Controller.

Supervisory Responsibility

Indicate the degree of supervision and the number and title(s) of subordinates reporting to this position.

- No supervisory responsibility.
- Trains and assigns work to student employees.
- Trains and assigns work to regular non-student employees.
- Responsible for the direct supervision and performance evaluations for regular employees as a first-line supervisor.
- Hires and manages others through subordinates who are also supervisors.

Indicate the number and title(s) of subordinates reporting to this position.

*4 Accounts Payable Clerks
4 Accounts Receivable Clerks
1 Lead Accounting Clerk
1 Cashier*

For a total of 10 direct reports

Position Scope/Size Parameters

Identify the position's principal sphere of influence and accountability as measured by functional, operational and constituency dimensions (e.g., functional and/or technological domain impacted; size of resources managed such as budget, staff, facilities, capital equipment; volume of activity or revenue assumed or generated; types and size of constituencies served).

The division's current accounts payable total \$30M while accounts receivable amount to \$100M. The incumbent supervises a staff of ten non-exempt personnel. In addition, the incumbent serves on a standing committee to continually review and update the functionality of the accounting system.

Essential Functions

List the essential functions of the role (defined as a major responsibility that is critical to the role). Duties should be prioritized according to their importance and/or the frequency performed. Consider the full work cycle (i.e., daily, weekly, annually, or irregular

intervals). Only duties that are fundamental or essential to the position should be listed (typically 4-8 items). Note the percentage of time spent on each essential function ensuring that it totals to 100%. Duties requiring less than 5% of time should be combined with other duties.

Essential Function	% of time
<i>Ensures the efficient and accurate execution of all general accounting functions.</i>	25%
<i>Oversees the efficient preparation and integrity of all financial statements, reports and summaries for general accounting functions.</i>	20%
<i>Achieves the most efficient utilization of departmental personnel through development of accounting skills, appropriate job assignment, and effective selection and appraisal of personnel.</i>	20%
<i>Facilitates the application of technology to general accounting functions by working with IT consultants. Provides input on design and responsible for the implementation and debugging of new accounting system modules and updates.</i>	15%
<i>Performs special financial analyses to meet the needs of Company operating units.</i>	10%
<i>Responsible for efficient scheduling, maximum exchange of information and maintenance of a good working relationship with auditors from the outside public accounting firm.</i>	10%

When writing the role description, it is important to avoid gender-based language (e.g. use he/she or the incumbent).

Whenever possible, the use of action verbs is preferred. For example:

Measures (action verb) project status (what) to ensure that established time, budget and quality guidelines are met (why).

Decision Making and Problem Solving

Describe the types of decisions made independently (e.g. how much latitude resides with the position to make decisions without supervisory approval?). Note recommendations made to others on an ongoing basis and provide examples (e.g., setting priorities; allocating resources; establishing or interpreting policy, practice, or procedure; authorized spending with limits).

The incumbent works with very broad discretion in the operation of his/her department. He/she serves as the technical expert on general accounting matters. The incumbent is charged with the development of general accounting policies and procedures which support the company's financial operations and meet Financial Accounting Standards Board (FAS) requirements. .

Describe the types of problems and major challenges encountered on an ongoing basis and provide examples (e.g., situations that require the independent exercise of judgment and creative thinking). Please describe the types of problems typically experienced and the processes used to resolve them.

The incumbent handles any issues that arise during the visit from the external auditors. He/she may have to secure additional data from various departments, conduct research to resolve discrepancies and/or provide background information or explanations for anomalies.

Minimum Qualifications

Indicate the *minimum* qualifications required to perform the essential functions of the role. Note: University Core Competencies listed below are required for all positions.

University Core Competencies

These are the skills, knowledge, and abilities that reflect the mission and values of the institution and are critical to successful individual performance and organizational success. A baseline level of proficiency in each of the following competencies is required to perform the essential functions of any job role in the organization. Highlight those that are especially critical to this position.

Teamwork, Customer Focus, Continuous Learning, Decision Making/Problem Solving, Communication, Applying Technology, Valuing Diversity, Big Picture Perspective, Openness to Change, Productivity, People Development.

Functional and Technical Competencies

List those competencies that represent the specialized skills, knowledge and abilities that are unique to a particular function or role and are required to perform the essential functions of the role.

Education/Training and Certification, Licensure, Registration Requirements

Describe the minimum formal education or training required to perform the essential functions of the role. List specific certification, licensure, and/or registration requirements.

Bachelor's degree in Accounting, preferably coupled with a CPA and/or MBA.

Experience

Indicate the minimum number of years of relevant experience required to perform the essential functions of the role. Indicate a preference for functional or industry-specific experience.

5-7 years of general accounting experience.

Ability to successfully and efficiently close the books on a monthly basis, as well as complete related general accounting tasks.

Experience using PeopleSoft; fluency in Microsoft Excel.

Complete knowledge of Generally Accepted Accounting Principles (GAAP) and Sarbanes Oxley Act regulatory requirements.

Exceptional Work Schedule Demands

Indicate evening or weekend work schedule requirements and frequency for each.

The incumbent may work nights and weekends in order to meet project and reporting deadlines.

Working Conditions and/or Physical Demands

Describe the work environment characteristics and physical demands that are representative of those which an employee encounters while performing the essential functions of the role (e.g., unusual laboratory conditions; heavy lifting; exposure to outside elements; use of machinery, equipment, vehicles). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a general office setting.

Job Posting

This section will be used to post the position on the Job Opportunities Bulletin. Briefly

summarize the position's purpose and function. Indicate the specific competencies, education and experience required as well as exceptional work schedule, working conditions, and/or physical demands.

The Manager, General Accounting ensures the efficient operation of all general accounting functions, the integrity of related financial reports, statements and data, and the provision of accurate and reliable information to management. He/she must be able to successfully and efficiently close the books on a monthly basis, as well as complete related general accounting tasks. This position requires a Bachelor's degree in Accounting, preferably coupled with a CPA and/or MBA and 5-7 years of general accounting experience. Experience using PeopleSoft and fluency in Microsoft Excel is required as is complete knowledge of Generally Accepted Accounting Principles (GAAP) and Sarbanes Oxley Act regulatory requirements.