

**POSITION:** Accountant (2 positions)

**DATE:** May 3, 2021

**SCOPE OF RESPONSIBILITY:** Responsible for the analysis, research, and administration efforts as it relates to the compliance of the college. This position is responsible for performing a broad array of operational analyses involving operational and financial audits, evaluating a variety of records, transactions and procedures against specified standards and criteria to determine compliance with regulations and performing other analytical tasks relating to accuracy and completeness of data as well as efficiency and economy of operation of the organization. This position is also responsible for assisting Fiscal with various support activities, including general accounting practices.

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Perform and assist in related fiscal matters as directed by the Dean of Finance and Administrative Services including budget preparation, revisions, and amendments; review of program expenditures against objectives, goals, facilities administration, and compliance with laws, regulations and requirements.
2. Monitors fiscal office activities and maintain records in compliance with policies and procedures of Federal, State, ACCS System, and college guidelines.
3. Assists divisions with budgets, grant support and year-end closing procedures.
4. Performs programmatic and cost analysis for senior management decision making and management inquiries.
5. Assist with return of Title IV calculations, including appropriate adjustment of student records and preparation of communications to students concerning amounts owed the College or the U.S. Department of Education.
6. Reconciles and resolve discrepancies with Business Office records with Financial Aid Office records.
7. Reconcile with the general ledger, on a monthly basis, all areas of responsibility: cash, accounts payable, inventory, bookstore sales, outstanding purchase orders and requisitions, vendor statements, recurring accounts payable, etc.
8. Prepares monthly bank reconciliations.
9. Prepares external and internal reports as requested by management.
10. Assist with compiling and disseminating program documents and files as requested by Federal, State, and Local agencies.
11. Assist with reconciliations, drawdowns, and recording to the College's data management system.
12. Assist with the preparation, submission, and closeout processes of Federal, State, and Local funded programs.
13. Assist with procurement of inventory and assets, to include bid letting in compliance with all applicable Federal, State, and Local laws.
14. Assist with the development, maintenance, and delivery of training to college personnel for purchasing, accounts payable, inventory control, asset control, customer service, and other fiscal management.
15. Attend training and professional development workshops and conferences in all related areas, some requiring overnight travel.
16. Prepares external and internal reports as requested by the President and Dean of Finance.
17. Cross trains in other positions within the Finance and Administrative Services Division.
18. Performs other duties as assigned by the Dean of Finance.

### MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in accounting from a regionally accredited institution.
2. Five years accounting work experience in accounts payable, purchasing, inventory control, bank reconciliations, and budgeting.
3. Must have knowledge of standard accounts payable policies, procedures, regulations, general accounting principals, mathematics, and the ability to analyze and solve problems.
4. Must have the ability to understand and interpret vendor invoices, statements, and other requests for payments, purchase requisitions, purchase orders, vendor statements, and inventory control procedures.
5. Must be proficient in Microsoft Word and Excel.
6. Ability to work well under pressure.
7. Effective oral and written communication skills.
8. Ability to handle multiple priorities.

### PREFERRED QUALIFICATIONS:

1. Two years Grant/Government/Non-profit fund accounting experience.
2. Experience in managing and monitoring budgets.

### REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of computerized accounting software.
2. Effective oral and written communication skills.
3. Ability to work well under pressure.
4. Ability to handle multiple priorities.
5. Ability to handle multiple tasks, planning organizing and prioritizing with minimum supervision.
6. Ability to maintain confidentiality of office information.
7. Ability to function in an automated work environment.
8. Ability to establish and maintain effective working relationships.
9. Ability to prepare and maintain records and inventories.
10. Ability to train and provide work direction to others.
11. Ability to multi-task.
12. Ability to plan, organize, coordinate, and manage complicated tasks.
13. Ability to utilize a PC and related hardware and software including Microsoft Word, Excel, PowerPoint, and Outlook.

**SALARY:** Salary range is \$50,000 to \$60,000 based on qualifications according to the Trenholm State Salary Schedule C3.

**ANTICIPATED STARTING DATE:** On or before June 18, 2021

**APPLICATION DEADLINE:** May 21, 2021, 11:30 a.m.

**APPLICATION PROCEDURE:** Vacancy Announcements and Employment Applications are available at [www.trenholmstate.edu](http://www.trenholmstate.edu) and by contacting the Office of Human Resources at (334) 420-4442 or [csegree@trenholmstate.edu](mailto:csegree@trenholmstate.edu). Application materials may be delivered to the Office of Human Resources, Room A102 of the Administration Building on the Trenholm Campus or submitted via U.S. mail to the following address: Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108. Applications currently on file must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. **Delinquent, e-mailed, and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.**

A completed application packet consists of:

- ✓ A completed official College employment application; “**See resume or attached**” will not be accepted.
- ✓ A current résumé.
- ✓ Three (3) signed letters of reference; **font-typed signatures are not acceptable.**

- ✓ Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment

\*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the “Required Qualifications” section. The letters of verification must include the applicant’s beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

**Applicants who fail to submit a complete application packet will not be considered.**

**OTHER INFORMATION:**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

***In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.***

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Trenholm State will make reasonable accommodations for qualified disabled applicants or employees).

Trenholm State Community College is an equal opportunity employer.