POSTING: Director of Accounting

SCOPE OF RESPONSIBILITY:

The Director of Accounting serves as the Chief Accountant. Directs and coordinates the day-to-day operations of the Accounting staff. Manages all day-to-day accounting functions including purchasing, coordination and processing of invoicing and collections, accounts payable processing, accounts receivables processing, and payroll. Responsible for all aspects of the general ledger including journal entries, bank reconciliations, depreciation & amortization schedules, month-end, and year-end close processes. Reviews complex general ledger accounting entries while ensuring appropriate expense and revenue recognition and performing high-level account analytics. Problem solving, personnel management, workflow management, and organizational skills are required.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Serves as the Chief Accountant.
2. Directs and coordinates the day-to-day operations of the Accounting staff.
3. Maintains daily general ledger activities.
4. Opens and closes reporting periods, maintains control of assigning new accounts and maintenance of chart of accounts.
5. Oversees recording of financial records to appropriate accounts in proper periods.
6. Ensures financial records and systems are maintained in accordance with generally accepted accounting principles (GAAP).
7. Ensures work is accurate, timely and in accordance with GAAP/GASB.
8. Responsible for all aspects of the general ledger including the preparation and recording of journal entries, bank reconciliations, depreciation & amortization schedules and the month-end close process.
9. Manages the month-end close, year-end close, including reviewing complex general ledger accounting entries while ensuring appropriate expense and revenue recognition and performing high-level account analytics.
10. Responsible for all day-to-day accounting functions to be completed on a timely basis, including purchasing, coordination and processing of invoicing and collections, accounts payable processing, accounts receivables processing, and payroll.
11. Coordinates with Chief Financial Officer the preparation of weekly, monthly and annual financial statements, financial reports, special analyses, and information reports.
12. Oversees payroll year-end reporting.
13. Coordinates with Chief Financial Officer to prepare for financial audits in accordance with GAAS.
14. Makes suggestions to the Chief Financial Officer to improve and maintain internal controls and policies.
15. Maintains knowledge of and implements accounting and internal control practices applicable to higher education with an emphasis on Generally Accepted Accounting Principles, Governmental Accounting Standards Board pronouncements, NACUBO requirements and state and federal regulations.
16. Comply with all policies of the ACCS Board of Trustees, the ACCS Office, and the College.

17. Assist the Chief Financial Officer in the preparation of financial reports such as financial statements (in accordance with GAAP), as required by the Alabama Community College System and the Alabama Department of Examiners of Public Accounts, including overseeing all year-end adjustments and journal entries to be approved by the Chief Financial Officer.

18. Coordinates and assists in preparation of budget performance (monthly budget-to-actual reports), TRENDS Reports and various One ACCS reports.

19. Review and recommend professional development necessary to remain current with the GASB, FASB, ACCS, U.S. Department of Education, Veteran’s Administration, SSA, NACUBO and SACUBO standards.


22. Reconciles GL accounts and bank accounts.

23. Reviews schedules and journal entries monthly and at fiscal year-end.

24. Reviews monthly sales tax forms.

25. Reviews trial balances monthly to include preparation for annual year-end close.

26. Reviews Petty cash reconciliations, journal entries, 941’s, state reports, unemployment quarterly reports, and others as needed.

27. Assists examiners of public accounts.

28. Administers the plan for control of accounts receivable, accounts payable, cash receipts, and restricted funds.

29. Oversees general ledger account related to salary and benefits. Records and/or accrues payroll and benefit related liabilities and expenses to include GASB 68 and GASB 75 liability calculations.

30. Performs analyses to determine compensation and benefit related costs of employees.

31. Performs reconciliation of the College’s benefit plans by employee.

32. Work in a cohesive way with students, Deans, department heads, supervisors, faculty and staff to bring about positive interactions.

33. Perform other duties as assigned by the Chief Financial Officer, Executive Vice President, and/or the President.

REQUIRED MINIMUM QUALIFICATIONS:

1. Bachelor’s Degree in Accounting, Business Accounting, Finance, or any related field from an accredited college or university.

2. Minimum of ten (10) years or more of progressively responsible financial management and accounting experience.

3. Minimum of two (2) years of public institutional and/or governmental accounting experience.

4. Minimum of four (4) years of supervisory experience.

5. Substantial detailed experience with developing charts of account and developing/maintaining financial software and ERP systems.

PREFERRED QUALIFICATIONS:

1. Certified Public Accountant

2. Ellucian Banner Accounting/Accounts Receivable experience

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

1. Effective oral and written communication skills.
2. Ability to work cooperatively with a variety of skilled/unskilled, professional, and administrative personnel.
3. Ability to plan, organize, coordinate, and manage complicated tasks.
4. Ability to lead staff to achieve productivity.
5. Ability to manage multiple projects with conflicting priorities and meet strict deadlines.
6. Ability to respond to emergency situations and exercise sound judgement, including the ability to function effectively under pressure.
7. Ability to maintain confidentiality.

SALARY: Salary range is $81,820 to $117,366 based on qualifications according to the ACCS Salary Schedule C1.

ANTICIPATED STARTING DATE: On or before March 15, 2022

APPLICATION DEADLINE: February 16, 2022, 5:30 p.m.

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at https://www.trenholmstate.edu/college-information/human-resources/#jobs and by contacting the Office of Human Resources at (334) 420-4442 or ybrown@trenholmstate.edu. Application materials may be delivered to the Office of Human Resources, Room B107 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 or emailed to humanresources@trenholmstate.edu. 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) post marked to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. Delinquent 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.
- 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.