



MESALANDS COMMUNITY COLLEGE

POSITION:	Business Manager
APPLICATION DEADLINE:	Review will begin May 7, 2010 and continue until filled
ANNUAL SALARY RANGE:	\$34,944 - \$40,444

The Business Manager reports to the Dean of Administrative Services and independently performs assigned accounting functions requiring the application of generally accepted accounting principles and practices. Any combination of the following tasks may be included in the duties of the Business Manager in support of the Administrative Services Division:

Essential Functions. The employee is responsible for the following:

- Establishes, maintains, and/or supervises accounting systems, procedures, and controls in a computerized fund accounting environment
- Supervises fiscal activities such as accounts payable, accounts receivable, accounting, budgeting, and purchasing; sees that all required reporting is timely and accurate
- Prepares or supervises the preparation of financial analyses and reports for various individuals, groups and governmental agencies
- Prepares or assists in preparation of College budgets; monitors, verifies and reconciles expenditure of budgeted funds
- Works closely with Financial Aid to ensure timely reporting and draw down of financial aid funds
- Works closely with personnel administering various grants to ensure timely reporting and draw down of grant funds
- Performs advanced accounting work including preparing journal entries
- Performs and/or supervises the reconciliation of bank statements and accounts
- Supervises the establishment and maintenance of the fixed asset inventory and ensures compliance with Governmental Accounting Standards Board (GASB) requirements
- Responsible for the annual audit process including the preparation of year-end audit work papers
- Proposes, publishes, and administers fiscal policies and procedures
- Supervises Business Office support staff and acts as backup as needed
- Presents Administrative Services Financial Report at monthly Board meetings
- May represent the College at HED and other state financial meetings

Supervises the maintenance of Business Office files including retention and disposal policies and procedures

Maintains a working knowledge of fund accounting

Trains personnel on use of computerized fund accounting software as well as in accounting principles when necessary

May be involved in professional organization(s) relating to business operations and be required to travel to professional development workshops and/or conferences

Acts as backup for payroll as needed

Performs other duties as assigned

Qualifications

Bachelor's degree in Business or Accounting required from a regionally accredited university required; master's degree in Business or Accounting or CPA preferred; 3-5 years directly related experience preferred. Extensive accounting knowledge/education required; working knowledge of fund accounting and GASB preferred. Computer competency required; experience with financial and/or accounting software preferred;. Experience in or exposure to the community college environment desirable. Supervisory experience helpful. Travel required. Valid New Mexico driver's license required.

Language skills:

Ability to read and comprehend complex oral and written instructions and technical terminology. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations. Ability to establish and maintain effective working relationships with co-workers, vendors, and the general public.

Mathematical skills:

Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations.

Reasoning ability:

Ability to solve practical problems and deal with a variety of situations.

Technology skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, Microsoft Excel, and Internet; Experience with financial and/or accounting software preferred; computerized fund accounting knowledge and/or experience preferred (the College currently uses MIP NonProfit Series Fund Accounting software); Data entry accuracy required.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Candidates should be able to work independently in a fast-paced, detail-oriented, multi-task environment. The noise level in the work environment is usually low. Job performed indoors. Travel is required.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (supplied to applicant upon request--also available online at www.mesalands.edu); unofficial copies of college transcripts; and list of three references, including name, address, and phone numbers. Applications should be mailed or delivered to: Personnel, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401, Electronic files will not be accepted. Application review will begin May 7, 2010 and continue until filled.

(575) 461-4413, ext. 112