



MESALANDS COMMUNITY COLLEGE

POSITION ANNOUNCEMENT

POSITION:	Business Manager Full - Time
APPLICATION DEADLINE:	Until Filled
AVAILABLE:	ASAP
ANNUAL SALARY RANGE:	Dependent upon education and experience; salary competitive

The Business Manager reports to the Director of Business and Auxiliary 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 from a regionally accredited University required; Master's degree in Business or Accounting preferred; 3-5 years directly related experience preferred. Accounting knowledge/education required; working knowledge of fund accounting and GASB preferred. Experience with financial and/or accounting software preferred; experience in or exposure to the community college environment desirable, supervisory experience helpful. Travel required, valid 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 JENZABAR EX); Data entry accuracy required.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application: available online at www.mesalands.edu; and unofficial copies of college transcripts. Applications should be mailed or delivered to: Human Resources, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401,

Employment preference will be given to qualified veterans.