



## MESALANDS COMMUNITY COLLEGE

### Job Announcement

**POSITION:** Director of Human Resources and Accounting

**APPLICATION DEADLINE:** Open Until Filled

**WAGE RANGE:** Dependent upon education and experience; salary competitive

The Director of Human Resources and Accounting reports to the Vice President of Administrative Affairs and independently performs assigned human resource and accounting functions requiring the application of generally accepted principles and practices. Any combination of the following tasks may be included in the duties of this position in support of the Administrative Affairs Division.

**Essential Functions. The employee is responsible for the following:**

*Human Resources –*

Oversees a positive recruitment program and the selection process, including applicant testing

Proposes, publishes, and administers personnel policies

Administers classification program, which includes classifying and reclassifying positions, and writing job descriptions

Performs duties associated with complaint and grievance procedures

Monitors worker's compensation and unemployment claims and works with third party administrators in these areas

Establishes and maintains employee personnel files and records pertaining to payroll

Coordinates the personnel/payroll computer function to include data input and verification of all college payrolls

Researches changes in legislation concerning personnel and payroll administration; interprets data and recommends procedures to ensure compliance with state and federal laws

Performs tasks related to employment verification, accident reports for both employees and students, workers' compensation, and all employee benefits plans

Completes reports as required by state and federal agencies

Assists auditors in reconciliation of all payroll accounts and employee benefits accounts

Serves as the college's agent for educational retirement and group insurance plans

Oversees new employee orientation

Supervises Human Resources/Personnel Staff

### *Accounting -*

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

Performs advanced accounting work including preparing journal entries

Supervises Business Office support staff and acts as backup as needed

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

Maintains a working knowledge of fund accounting

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

Performs other duties as assigned

### **Qualifications**

Bachelor's degree required from a regionally accredited University. Preferred degree in Human Resources, Business, or Accounting; Master's degree in Human Resources, 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.

## **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**

**Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In *addition* to a completed, signed, and dated Mesalands Community College application (available online at [www.mesalands.edu](http://www.mesalands.edu)) the following must be provided:**

- Resume
- Transcripts of all college work (**Copies should only be submitted at time of application.** Official transcripts will be required prior to job offer)
- Three (3) professional references.
- Cover letter
- Copy of current driver's license

**Applications should be mailed or delivered to:**

Attn: Human Resources  
Mesalands Community College  
911 S. Tenth Street  
Tucumcari, NM 88401