



MESALANDS COMMUNITY COLLEGE POSITION ANNOUNCEMENT

POSITION: Accountant
Full – Time

ANNUAL SALARY RANGE: Dependent upon education and
experience; salary competitive

The Accountant reports to the Vice President of Administrative Affairs 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 Accountant in support of the Administrative Affairs 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, payroll, budgeting, and purchasing; sees that all required reporting is timely and accurate
- Provides for-profit accounting support for auxiliary enterprises of College
- Prepares or supervises in preparation of financial analyses and reports for various individuals, groups and governmental agencies
- Reconciles actual expenditures with budgets and insures proper transfers occur as needed
- 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 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
- Supervises Business Office support staff and acts as backup as needed
- May represent the College at Higher Education Department and other state financial meetings
- Supervises the maintenance of Business Office files including retention and

disposal

- Responsible for policies and procedures
- Develops and maintains a high level of 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
- Compliance with all personnel and board policies of the College

Qualifications

Bachelor's degree in Accounting from a regionally accredited University required; Master's degree in Business or Accounting preferred; 3-5 years directly related experience also preferred. Accounting knowledge/education required; working knowledge of fund accounting and GASB preferred. Experience with financial and/or accounting software using J1 would be ideal; 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 Office Suite (very strong in Excel) Quick Books or other accounting software; computerized fund accounting knowledge and/or experience preferred (the College currently uses JENZABAR One); Data entry accuracy required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

HOW TO APPLY

Please submit the following documentation:

- Resume
- Three (3) professional references including phone number and email.
- Cover letter

Documents should be submitted to:

jobs@mesalands.edu

Please reference the position you are applying for in the subject line

Mesalands Community College,
Tucumcari, New Mexico 88401

Employment preference will be given to qualified veterans.