



Type: Full-Time

Posted:

Category: [Business and Financial Services](#)

Location: Tucumcari, NM

Job Type: Admin, Professional, Full Time

Department: Business Office/ Accounting Services

Job Number:

Closing:

Summary

Mesalands Community College (MCC), located in Tucumcari, New Mexico is looking for a talented and experienced **Staff Accountant** to join our team of higher education professionals who are committed to student success. This position serves as the supervisor of the accounting function in the Business Office of MCC.

Essential Functions

The Staff Accountant is responsible for all accounting functions overseeing A/P and A/R related to any General ledger transactions reported on the College's financial Statements, including the maintenance, reconciliation, and reporting of all restricted and unrestricted accounts, financial aid programs and prepares reporting internally and externally. The accountant assists and reports to the College's Chief Financial Officer & Sr. Executive Director of Business Services.

The accountant prepares the Report of Actuals for CFO's review and submission to the Higher Education department. The accountant also helps coordinate all grant accounts, keeps contracts, and requests grant funds reimbursements as well as G5 Drawdowns for federal and state funding.

The Staff accountant also supports and reviews Business services transactions, activities with specific responsibility for reconciling general ledger activities including general accounting and grant accounting for the College's financial function. The accountant trains and supervises AR/ and AP personnel.

The Staff Accountant is charged with GAAP compliance, maintenance and reporting of all financial records, reports, and other accounting information in conformance with the requirements of local, state, and federal grants and the College's internal controls, as well as serve as the primary liaison between the College's internal and external stakeholders, in particular working closely with auditors.

The Staff Accountant will also provide assistance with the annual fiscal year-end financial audit, researching and reconciling general ledger accounts, and assisting in the cross-training of existing team, as well as in the preparation of financial documents and assisting in the creation of internal policies and procedures.

The staff accountant will perform other duties as assigned.

The successful candidate must be an engaging, effective, innovative, dynamic leader who is strategic and fosters collaboration between the Business office's team (A/P, AR/ Payroll/Business office manager, Museum and bookstore staff and work study students), faculty and staff. This individual will be able to demonstrate the use of best practice strategies associated with all aspects of accounting practices and compliance. This individual will demonstrate a spirit of an independent problem-solver, and a strong understanding of the College's mission and goals.

The Staff Accountant will demonstrate a high level of confidentiality, integrity and professionalism when dealing with sensitive financial and grant information as well as prioritize and meet deadlines under strict constraints. The Staff Accountant will also have a demonstrated ability to encourage, model, embrace, and incorporate diverse thought and perspective of all individuals of various backgrounds, ideas, and perspectives to foster an all-inclusive environment and drive results. The ideal candidate will contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff and the community. It's important the candidate embraces the rural environment of Mesalands Community College.

Experience & Education:

Qualified candidates will have a minimum of four (4) years of accounting experience, preferably in higher education or public accounting. Experience with GASB and New Mexico public colleges is preferred. A bachelor's degree from an accredited college or university in Accounting/Finance or related field of study or equivalent combination of education and experience is required; Master's degree preferred. CPA preferred.

Experience with Jenzabar and Workday is preferred.

Excellent handling of excel is required.

Language skills:

Strong verbal, written, and interpersonal skills are a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills: Ability to perform basic mathematical and complex analytical functions.

Reasoning ability: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Word, Excel, Outlook, Internet and Financial softwares.

The physical demands: 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 25 pounds and occasionally lift and/or move up to 75 pounds, depending on

the discipline area. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. About Mesalands Community College: Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Historic Tucumcari is a small, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program hosts the Mesalands Dinosaur Museum of finds from local digs. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC is home of nationally ranked athletics in both golf and rodeo. MCC is a proud Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways. Closing Date: The position is open until filled

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

Use the following link to complete the Mesalands employment application. Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application. <https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement: Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment