

ACCOUNTING ASSISTANT

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before May 13, 2024.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) For a transcript to be considered official, it must be sent directly from the school/college/university to Human Resources at the following address or email:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu**

JOB SUMMARY:

The Accounting Assistant reports directly to the Bursar and is responsible for maintaining and processing accounts payables for all campuses within the Northshore Technical Community College, for analyzing and ensuring all payable laws and procedures are followed in accordance with state statutes, administrative codes, revised statutes and NTCC/LCTCS policy.

Responsible for maintaining a working relationship with the Campus Deans, the Bursar, the Director of Accounting, the accounting staff, other campus staff, and external agencies.

RESPONSIBILITIES:

1. Makes payments for all purchase orders and other non PO payments into Banner for all campuses within Northshore Technical Community College.
2. Maintains and balances current statements with vendors. Submits letters to vendors concerning any accounts payable issues and/or problems.
3. Responsible for completing reports and other reports related to accounts payables for all campuses within Northshore Technical Community College.
4. Extracts other information and prepares weekly or biweekly financial reports and schedules for state and federal reports to be used by higher level accounting professionals.

5. Prepares monthly financial projections for recurring accounts payables to be used by the Director of Accounting in preparing monthly revenue/expenditure analysis reports.
6. Assists in the development, evaluation, review, and implementation of policies and procedures to improve efficiency and economy for all campuses within Northshore Technical Community College.
7. Establishes and maintains a proper setting controls related to accounts payable.
8. Collects and analyzes statistical data and related information to assist in resolving accounts payable problems and recommends solutions to the Bursar.
9. Coordinates work flow between accounts payable and other departments within fiscal affairs.
10. Lead Cashier; collect tuition & fees for NTCC students in SIS.
11. Prepares daily bank deposits.
12. Travel coordinator responsible for overseeing travel compliance.
13. Communicates concisely both orally and in writing to external and internal parties.
14. Other special assignments delegated by the Bursar or Director of Accounting.

QUALIFICATIONS:

Required Knowledge, Skills, & Abilities: Demonstrates understanding of the technical community college mission and practices an open door policy. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student focus
- Building relationships
- Organizing & planning
- Analyzing and solving problems
- Evaluate situations & make sound decisions

Required Education: Bachelor's degree from an accredited college/university in the field of Accounting, Business, or a related field.

An Associate's degree plus two years professional accounting experience may substitute for the Bachelor's degree requirement.

Additional Preferred Qualifications:

Previous higher education experience

Knowledge and experience using Ellucian Banner SIS software

Working knowledge of reporting tool software

1. **Skills/Abilities/Knowledge:** Demonstrates understanding of the technical community college mission and practices an open door policy.

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using

pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel. Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

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. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.