

FINANCIAL ANALYST

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified, position.

Applications will be accepted until position is filled, with preference being given to those received on or before December 3, 2021. 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 (for transcript to be considered official it must be sent directly from the school to Human Resources. (Transcripts may be sent electronically) to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu**

Job Summary:

The Financial Analyst reports directly to the Director of Accounting and is responsible for cash management including cash flow for Northshore Technical Community College (NTCC), bank reconciliations, analyzing all account transactions for NTCC, and maintaining good working relationships with staff and external agencies. Responsible for maintaining a good working relationship with the Deans of Campus Administration and the NTCC accounting staff.

QUALIFICATIONS:

Required: Bachelor's degree in accounting or related field and 3 years professional level cash management accounting experience.

Preferred: Experience in a post-secondary educational institution and/or state agency.

Key Behaviors

- **Dependability:** Respond to requests in a timely manner
- **Teamwork:** Balance team and individual responsibilities
- **Decision Making:** Display willingness to make decisions
- **Communication:** Effectively communicate with others
- **Time Management:** Able to complete all job requirements in allotted time
- **Work Ethic:** Display an organized and results-oriented approach, and motivation to perform without extensive direction
- **Accuracy:** Display a high quality of work and level of accuracy
- **Innovation:** Use a creative, solution-oriented approach to address problems

RESPONSIBILITIES:

- Coordinates the development and maintenance of policies and procedures that relate to cash management.
- Analyzes and ensures that the cash receipts journal is updated and that the general ledger properly reflects cash receipts activities.
- Gather data on daily cash requirements; analyzes daily cash position; provide reports to Director of Accounting.
- Resolve problems as related to banking services, including bank system reporting and wire transfer payments.
- Reconciles all bank accounts utilizing the NTCC bank reconciliation spreadsheet for each account.
- Analyzes and monitors PELL cash transactions to ensure that excess cash is accounted for and reported in accordance to Federal regulations.
- Audits PIV forms from the NTCC Campuses to ensure timely deposits.
- Analyzes and ensures that sufficient cash is available for disbursements for NTCC.
- Assists the Director of Accounting with the preparation of the Quarterly Unrestricted Fund Budget Analysis to the Louisiana Community and Technical College System.
- Compiles designated documentation for the Annual Financial Report.
- Compiles designated documentation for the Year End Close.
- Analyzes and prepares other reconciliations as directed by the Director.

- Analyzes transactions in the financial system for NTCC by running queries including but not limited to the following:
 - Journals not distributed to the general ledger
 - Deposit entries with problem
 - One-sided cash entries
 - Accounts Receivable balances
 - Check listings
 - Taggable equipment purchased
 - Budget errors Checks not printed for vouchers entered
 - Interfund payables/receivables
- Works on special projects as deemed necessary by the Director of Accounting
- Other job duties as assigned by the Director of Accounting

SPECIAL SKILLS AND ABILITIES:

1. **Knowledge, Skills, and Abilities:** 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. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

2. **Computer Skills:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.).

3. **Software Used:** Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

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.