

RESTRICTED FUNDS ACCOUNTANT

Lacombe Campus

Job Announcement

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

Applications will be accepted until position is filled, with preference being given to those received on or before February 1, 2020. Preference will be given to internal applicants. 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 to:

**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 Restricted Funds Accountant reports directly to the Director of Accounting. The restricted funds accountant is responsible for preparing accounting reports, maintaining good working relationships with staff and external agencies, analyzing and interpreting fiscal & accounting records, preparing cost reimbursement requests, and preparing comprehensive & concise accounting reports for restricted funds.

Responsible for maintaining a working relationship with the Chief Workforce Development Officer, grant coordinators, the Human Resources staff and the accounting staff.

Responsible for ensuring that all financial transactions related to restricted funds are proper and are posted in a timely manner.

QUALIFICATIONS:

Required: Bachelor's degree in Business/Accounting required and 1 year professional level experience in accounting or auditing. Associate's degree in Business/Accounting with 4 years professional level experience in accounting may substitute for the Bachelor's degree requirement. A master's degree in Business/Accounting may substitute for the 1 year experience.

Preferred: Experience in a post-secondary educational institution. Knowledge of grant accounting and PeopleSoft experience preferred.

RESPONSIBILITIES:

1. Performs grant administration by establishing grant records, reporting procedures and timetables.
2. Coordinates with the purchasing staff to ensure that purchases relating to restricted funds are completed in accordance with the rules and regulations of each grant/restricted fund. Ensures that there are sufficient restricted funds for each purchase order submitted to purchasing.
3. Monitors the status of all financial transactions related to restricted funds and insures that those transactions are posted in a timely manner.
4. Works with grant coordinators to ensure that the grant/restricted fund is processed successfully.
5. Ensures all fiscal and accounting reports required by the grant are completed accurately and timely. Analyzes all necessary supporting documentation submitted with reimbursement requests.
6. Monitors grant termination dates and ensures timely submission of reimbursement requests.
7. Supervises and evaluates an Accounting Specialist 2.(If applicable)
8. Approves payment for accounting accuracy, adequate support documentation, and program relevance.
9. Ensures that ledger entries are prepared to maintain each restricted fund.
10. Communicates concisely both orally and in writing to external and internal parties. This includes performing analysis and statistical reports detailing each restricted fund's activity.
11. Coordinates with the Director of Accounting for the timely and accurate reporting of various schedules for year-end financial statement reporting relating to restricted funds. This may include accounts receivable, federal and state revenue, compensated absences valuation, etc.
12. Ensures that all grant receivables are collected and that all grant revenues/receivables are classified timely.
13. Performs other duties assigned by the Director of Accounting.

SPECIAL SKILLS AND ABILITIES:

Skills/Abilities/Knowledge: 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. In addition:

- Demonstrative leadership skills and abilities
- Commitment to quality and integrity
- Exceptional skills in communications and interpersonal relations

- Ability to forge successful relationships and partnerships

KNOWLEDGE is required to perform advanced math and accounting methods; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

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.

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

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.

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.

Exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, course of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- Unquestioned integrity and trustworthiness
- Commitment to the College's mission and strategic plan, as well as missions and strategic plans for each campus/site
- Ability to make good, consistent and fair decisions (based on fact and data)
- Ability to work with cross-functional teams and to foster teamwork.

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.