

POSITION TITLE: **Staff Accountant**
DIRECTLY REPORTS TO: Chief Operations Officer
COMPENSATION: \$50,000-\$55,000 per year with excellent fringe benefits
APPLICATION DEADLINE: January 22, 2010 by 4 p.m.

GENERAL SUMMARY

Responsible for establishing and maintaining sound accounting, financial reporting and financial analysis practices. Responsible for the development of systems programs and procedures governing all accounting matters. Assist the Chief Operations Officer in financial planning, budget development and control. Responsible for cash receipts, accounts receivable and other revenues received. Responsible for management of the Book Store and Purchasing functions.

DUTIES AND RESPONSIBILITIES

1. Financial assistant/advisor to the Chief Operations Officer.
2. Supervise book store personnel, accounts receivable clerk, and accounts payable clerk.
3. Responsible for administration of all accounting functions, payments, disbursements, payroll, associated reports, and financial records for the Glen Oaks Community College Foundation.
4. Responsible for (financial) procedural reviews and audits.
5. Responsible for management and budgetary control of the Book Store operation.
6. Responsible for purchasing activities for the Book Store.
7. Work with the Student Services area in all matters pertaining to Registration and Financial Aid.
8. Perform other duties as assigned or delegated by the Chief Operations Officer.

QUALIFICATIONS

1. Bachelor's Degree in Accounting or related field.
2. 3-5 years experience in accounting and/or financial management (experience in educational or government fund accounting preferred).
3. Active CPA license and Datatel software experience a plus.

(Other combinations of experience and/or education which could provide the required knowledge, skills and abilities may be considered on an individual basis.)