Snead State Community College Intent to Employ
<u>Accountant</u>
Posting Date: October 12, 2021   Deadline Date: October 26, 2021

Minimum Qualifications	**<u>Required:</u>** Bachelor's degree in accounting or a business-related field. **<u>Preferred:</u>** Three years of work experience in accounting or a business-related field.
Essential Functions	The Accountant is responsible for maintaining and reconciling accounting records, and providing accounting support to the business office operations. • Reconcile and process student accounts receivable and other receivable processes, analyze and understand individual student accounts including student financial aid records, properly reconcile and document other accounting records and files, prepare/ process journal entries, bank reconciliation, understand fund accounting including the ledger process and set up, prepare financial reports, and process payroll. • Assist with yearly fiscal year-end reconciliation and closeout; work with state auditors to provide the necessary documentation for a timely yearly audit report. • Foster a customer service environment for fellow employees, students, and visitors. Be an Ambassador for the College. Support the College's initiative to maximize retention of current students and enable students to finish their collegiate goals. • Comply with all policies of the Alabama Community College System Board of Trustees and the College. • Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor's Office, and the College. • Participate in College functions (Award and Honor events, Alumni Homecoming, Commencement, etc.). • Assume other work-related responsibilities as delegated by an appropriately assigned College administrator.
Knowledge, Skills, and Abilities	• Effective oral and written communication skills • Ability to manage stress and time well • Ability to work well with others • Willingness to work flexible hours • Ability to perform basic mathematical skills (percentages, fractions, etc) • Ability to work with minimal supervision • Ability to project a positive public image
Salary	Based on Alabama Community College System Board of Trustees Salary Schedule E2 Grade 02 range: $45,920-$60,777, based on education, and experience.

Application Procedures	A **complete** application packet consists of: 1. A signed SSCC employment application 2. Current resume 3. Transcripts verifying required degree/certification (unofficial copies will be accepted before the deadline but official transcripts from all colleges must be on file prior to employment). Transcripts must include conferred or awarded date. Application materials may not be faxed or emailed. Only complete application packets received by close of business on the **deadline date** will be considered. Submit application packets to: Snead State Community College, Office of Human Resources P. O. Box 734 Boaz, Alabama 35957-0734 Phone: (256) 840-4113 or 840-4104 www.snead.edu

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Snead State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Note: In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Snead State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.