



Posting Date: 1/31/2012  
Closing Date: 2/20/2012

# Northwest-Shoals Community College

## Comptroller

Position Announcement

**STARTING DATE:**        **Approximately - April 1, 2012**

- QUALIFICATIONS:**
- ♦ B.S. degree in Accounting required
  - ♦ CPA is preferred
  - ♦ Seven years experience in Accounting with five of those years in an educational setting (CPA equivalent to two years experience, MBA equivalent to two years experience)
  - ♦ Bondable
  - ♦ Proficient in Lotus 1,2,3; Microsoft Excel, or both preferred
  - ♦ Excellent communication skills, both orally and in writing
  - ♦ Well-developed administrative skills, including management principles and interpersonal abilities
  - ♦ Ability to maintain good working relationship among auditors and staff

- ESSENTIAL FUNCTIONS:**
- ♦ Manage the Accounting Departments, inclusive of but not limited to, Accounts Payable, Accounts Receivable, Cash Receipts (Cashier), Payroll, Purchasing, Restricted Programs, and any other associated accounting departments.
  - ♦ Provide leadership and supervision for the day to day business operations concerning the Accounting Departments.
  - ♦ Supervise all Accounting Personnel.
  - ♦ Prepare financial and statistical reports for the President as requested.
  - ♦ Comply with federal and state laws/board of education policies as well as local policies to assure that records are accurate and comply with established guidelines.
  - ♦ Audit liaison and prepare reports as needed for the Examiners of Public Accounts.
  - ♦ Manage approved college expenditures to assure they fall within the approved budget.
  - ♦ Perform internal audits to verify accuracy of general ledger, cash receipts, revenue and expenses, receivables, work orders, payroll, bids, inventory, and reconciliation of student financial aid records with the accounting records.
  - ♦ Review and approve the monthly cash reconciliations.
  - ♦ Prepare EOY Financial Statements.
  - ♦ Prepare Budget and Budget Amendments.
  - ♦ Comply with Federal and State Regulations for existing and all new restricted programs.
  - ♦ Review all restricted funds contracts/grants, assign accounting codes, and complete ACH bank forms for automatic deposits for new restricted funds.
  - ♦ Prepare and/or approve all reimbursement requests and reports required by funding agencies.
  - ♦ Supervise the monthly review of grant expenditures against project objectives, goals, regulations and requirements. This includes the initiation, modification, and closing of restricted budgets.
  - ♦ Provide records/documentation used by the Examiners of Public Accounts.
  - ♦ Calculate and collect student financial aid administrative costs.
  - ♦ Approve student financial aid expenditures and assist the Financial Aid personnel with the reconciliation of expenditures when needed.
  - ♦ Monitor college work-study funds monthly.
  - ♦ Supervise processing of all student financial aid checks.
  - ♦ Assist Director of Financial Aid in preparing yearly Financial Aid reports
  - ♦ Coordinate and prepare for financial audits.
  - ♦ Review financial reports prepared by accounting personnel.

- ♦ Administer the plan for control of accounts receivable, accounts payable, cash receipts, and restricted funds.
- ♦ Perform other job-related duties as designated by the President.
- ♦ Knowledge of state Board of Education Policies
- ♦ Maintain State Board of Education Policy Manual

**SALARY:** Appropriate placement on State Salary Schedule C-1 (\$72,356 - \$103,788)

**APPLICATION PROCEDURES:**

**A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form (2008),*
- *a current resume,*
- *postsecondary transcripts (unofficial or official) or certification and*
- *verification of prior work experience (letters from previous/present employers).*  
*Work experience verification in **writing, signed, and on letterhead** stating beginning and ending dates of employment and position title from other employers confirming the required level of experience as stated in the "Qualifications" section.*
  - *Five years experience in Accounting with three of those years in an educational setting (CPA equivalent to two years experience, MBA equivalent to two years experience)*

**Submit application packet to:**

Northwest-Shoals Community College  
 Human Resources  
 P.O. Box 2545 (800 George Wallace Blvd)  
 Muscle Shoals, AL 35662  
 Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: [hr@nwsc.edu](mailto:hr@nwsc.edu)

**CLOSING DATE:** Applications should be received by no later than 4:00 p.m., Monday, February 20, 2012

**Incomplete application packets and/or applications received after the deadline date will eliminate the possibility of an interview. The submission of all required application materials (an application packet) by the deadline date is the responsibility of the applicant.**

*Transcripts and letters of verification of prior work experience must be received by the deadline date!*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. If an applicant has a disability and requires accommodations, please notify the Office of Human Resources at (256) 331-5233.*

*Northwest-Shoals Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding.*

***In accordance with Alabama Community College System Policy and guidelines, 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.***