



Posting Date: January 18, 2019  
Closing Date: February 15, 2019

# Northwest-Shoals Community College

## Accountant I (Possibly 2 Positions)

**REVISED** - Position Announcement

**STARTING DATE:**      **Approximately - February 2019**

- QUALIFICATIONS:**
- Minimum of a Bachelor's Degree in Accounting, Finance, or closely related field from a regionally accredited institution, **required**.
  - Three years experience in accounting, **required**.
  - Banner experience a plus. Accounts Receivable Experience, preferred.
  - Must be bondable.

- ESSENTIAL FUNCTIONS:**
- Post and balance general ledger journals and monthly journal entries.
  - Prepare bank reconciliations
  - Assist in preparing yearly financial statements.
  - Assist in budget planning and preparation.
  - Assist in maintaining the finance module in Banner.
  - Maintain and provide auditable files and assist the examiners as needed.
  - Monitor and balance inventory, prepaid, and A/P accounts.
  - Monitor and balance college work-study funds monthly.
  - Approve student financial aid expenditures and assist the Financial Aid personnel with the reconciliation of expenditures when needed.
  - Assist Executive Director of Financial Aid in preparing yearly financial aid reports.
  - Assist in preparation of financial and statistical reports.
  - Assist with the plan for control of accounts receivable, accounts payable, cash receipts, and restricted funds.
  - Perform other job-related duties as designated by Senior Accountant, Director of Accounting or Administration.

**SALARY:**                      Compensation is in accordance with the Alabama Community College System's Salary Schedule E2, Rank 3 (\$39,397 - \$53,683).

**APPLICATION PROCEDURES:**

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

- *a completed Northwest-Shoals Community College application form (original signature required),*
- *a current resume,*
- *postsecondary transcripts (unofficial or official), and*
- *written verification of three years of full-time work experience in accounting as required under "Qualifications"*

*Verification of three years of full-time work experience in accounting must be submitted from current or previous employer(s) and must be in **writing, signed, and on letterhead**. Letters must include beginning and ending dates of employment, position held, and indicate full-time or part-time.*

**Submit application packet to:**

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

**CLOSING DATE: Applications should be received by no later than 12:00 p.m., Friday, February 15, 2019.**

*Incomplete application packets will eliminate the possibility of an interview.*

*Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.*

*The submission of all required application materials by the deadline date is the sole responsibility of the applicant.*

---

*Northwest-Shoals Community College is an equal opportunity employer. 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.*

*Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.*

*Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.*

*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.*

*Northwest-Shoals 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.*

*Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.*