



## Montcalm Community College

Title: <b>Staff Accountant</b>	Department: <b>Business Office</b>
Employee Group: <b>Administration</b>	Employee Classification (if applicable): <b>N/A</b>
Immediate Supervisor: <b>Director of Accounting</b>	Supervises: <b>N/A</b>
Hours: <b>40</b>	EX/NE: <b>Exempt</b>

**General Description:** To oversee day-to-day activities, review staff functions and prepare journal entries, account analysis and reconciliations.

**Position Duties/Functions:**

1. Prepare journal entries.
2. Fixed Asset record keeping.
3. Reconcile bank statements, monthly.
4. Reconcile Property tax collections.
5. Record Activity Building & Athletic events sales.
6. Learn Business Office functions for coverage as needed.
7. Act as liaison with banks.
8. Assist Director of Accounting in year-end work.
  - A. Audit workpapers.
  - B. Work with Auditors.
9. Accounts payable backup.
10. Credit Card administration
11. Post MCCF donation transactions
12. Other duties as assigned by the Director of Accounting.

**Required Qualifications:**

1. Bachelor's degree in accounting.
2. Minimum of 2+ years of related work experience.
3. Experience in computerized accounting systems.
4. Experience with Microsoft products
5. Demonstrate leadership abilities, communication skills, and organizational skills.
6. Experience with fixed asset accounting.
7. Knowledge and understanding of community college philosophy and Montcalm Community College vision, mission and values.

**Benefits:**

Medical, Dental and Vision coverage, high deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

<b>REMUNERATION:</b>	<b>\$50,000 - \$60,000 (determined by experience)</b>
<b>APPLICATION DEADLINE:</b>	<b>March 13, 2025</b>
<b>START DATE:</b>	<b>April 2025</b>
<b>METHOD OF APPLICATION:</b>	<b>Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a>. Attach your cover letter, detailed resume, transcripts, and three reference letters.</b>

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*