JOB POSTING
Accountant
(Beckley Campus)

Summary of Responsibilities:
• Processing and recording the receipt of payments, balancing of the receivables, preparing deposit form, and taking the daily deposit to the bank.
• Supporting grants and preparing grant reports.
• Reconciling general ledgers to multiple bank statements.
• Prepare accurate and timely financial reports for both internal and external users.
• Other Business Office related duties as assigned.

Position may require travel between campuses.

Education:
• Baccalaureate Degree in Accounting or closely related field or sufficient experience in general and operating ledgers to substitute for a degree.

Experience:
Over 1 year of experience in the following areas:
• Preparation of reports from source documentation which may be achieved through accounting internships or similar.
• Reconciliation of bank statements, financial schedules to ledgers or similar types of reconciliation work

An equivalent combination of education and related experience are acceptable.

Skills, Knowledge and Abilities:
• Ability to create and use spreadsheets or databases such as Microsoft Excel or Access for analyzing data and creating reports is required.
• Ability to analyze information from various sources to produce accurate and timely financial reports.
• Knowledge of fund/governmental/non-profit accounting practices.
• Ability to effectively communicate sometimes complex accounting practices to individuals with varying degrees of knowledge about accounting is required. Written communication would utilize common word processing software such as Microsoft Word or e-mail.

Reports to: Controller

Classification/Compensation:
This is an exempt, classified, pay grade 16 position with a salary of $28,821 per year.

Applications:
Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter to include position of interest, résumé, contact information for three references and copies of college transcripts and certifications to the address below. For full consideration, application material must be received by May 7, 2010, 4:00 p.m. Position is open until filled. All positions are subject to funding availability. AA/EOE

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