



## BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

### POSITION ANNOUNCEMENT

Beginning date: December 2, 2019

Closing date December 16, 2019

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#### POSITION # 791: Accountant (College-Wide)

#### APPROXIMATE STARTING DATE: January 2020

##### GENERAL INFORMATION:

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: Minimum Baccalaureate Degree from an accredited institution with a concentration in Accounting, Finance, or Business Administration. Three years' experience in payroll is required. Must possess extensive knowledge of federal, state, and local payroll laws. Must possess intermediate or higher-level knowledge of Microsoft Excel. Experience in Banner software, preferred.

DUTIES: In addition to adhering to the guidelines as specified by Bevill State Community College Personnel handbook, the President of Bevill State, the College Deans the Board of Trustees, Alabama Community College System, duties will include the following:

1. Receive, verify and enter new employee information into the Payroll System.
2. Verify payroll contract information.
3. Receive and sort time sheets from all campuses, working directly with supervisors to ensure compliance and accuracy in a timely manner.
4. Verify/enter hourly wage information.
5. Process all garnishments.
6. Enter and maintain employee leave.
7. Receive and enter employee deduction changes.
8. Create and verify preliminary payroll reports.
9. Print payroll checks, sort payroll checks and distribute to appropriate personnel.
10. Maintain payroll records and files electronically and physically.
11. Determine payroll liabilities by calculation employee federal and state income and social security taxes.
12. Prepare all local, state, and federal reports concerning payroll including, but not limited to quarterly state and federal tax reports; FICA reports; monthly retirement reports; insurance and employee deduction reports; and the State Ethics Commission Reports.
13. Research, analyze, and resolve all discrepancies, reporting to management and the Operations Accountant as needed.
14. Conduct year-end reporting for W-2s, 1094s, etc...
15. Provide customer service to employees.
16. Effectively serve as the liaison to Human Resources.
17. Act as the liaison between employees and PEEHIP, Teacher's Retirement, and other insurance and annuity companies.
18. Calculate monthly sales tax for all campuses and present them for payment.
19. Maintain employee and department confidentiality.
20. Remain in compliance with all legal and institutional requirements at all times.
21. Assist Dean of Finance in budget planning and preparation.
22. Maintain and provide auditable payroll registers and files to assist the State Examiners as needed.
23. Contribute to team effort by accomplishing related results as needed.
24. Contribute to team effort by assisting teammates when possible.
25. Attend professional development when necessary and required.
26. Any other duties as assigned by the Dean of Finance.
27. Receive purchase order requests from college departments; verify departmental account numbers and, if necessary, check budgets for available funds.
28. Send Disclosure Statement forms to requisite vendors prior to issuing purchase orders (expenditures in excess of \$5,000).
29. Verify prices of office supplies, etc. purchased on bid contract and reconcile differences prior to issuing purchase order.
30. Enter, print and distribute purchase order copies to requesting personnel and vendors. Update Purchase Order information into the College accounting system through appropriate steps.
31. Whenever possible, order all materials and supplies from available contract contracts and assist employees in locating items available on said state contracts. Assist employees with checking multiple vendors for best available pricing.
32. Assist with arrangements for public sale of surplus property including GOVDEALS
33. DUTIES MAY CHANGE UNTIL AND WITH THE IMPLEMENTATION OF BANNER

SALARY RANGE: Minimum \$40,973 - maximum \$55,830 based on experience and educational level for placement on the Alabama State Salary Schedule E2 03.

##### APPLICATION PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "Community Resources" and then "Job Opportunities". All applications should be mailed to:

Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501

OR

Email in a .pdf format to: [Employment@bscc.edu](mailto:Employment@bscc.edu)

**APPLICATION DEADLINE:** Completed applications must be received by 3:00 pm December 16, 2019 to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three current, signed, and dated letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the position number found on the position announcement.
- Complete transcripts from every institution from which any collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips.**

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill 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.

Bevill State Community College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, age, or other classification protected by federal or state law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. BSCC will make reasonable accommodations for qualified disabled applicants or employees. BSCC reserves the right to withdraw a job announcement at any time prior to the awarding

Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.