



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Beginning date February 8, 2017

Closing date: March 1, 2017

POSITION #681: Restricted Fund Accountant – Jasper Campus

APPROXIMATE STARTING DATE: March, 2017

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: Baccalaureate Degree from an accredited institution with a concentration in accounting. Three years' experience as an accountant is required.

ESSENTIAL JOB FUNCTIONS: The position of Restricted Fund Accountant requires the following essential job functions: Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; demonstrate knowledge of the English language including grammar, word usage syntax, and sentence structure; mastery of appropriate computer operation and skills; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds, sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; utilize and fully maintain filing systems; possess basic mathematical skills such as percentages and fractions, etc; operate standard business office machines (e.g. calculator, copier, fax machine, television). Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the

DUTIES: In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the State Board of Education, duties will include, but are not limited to, the following:

1. Prepare financial reports for all Restricted Fund Programs.
2. Analyze restricted fund ledger accounts and prepare appropriate adjusting entries with the approval of the Dean of Accounting and Finance.
3. Perform monthly reconciliations of business office records to financial aid office records by communicating with financial aid office personnel.
4. Perform cash drawdowns and monthly billing for all federal and state programs.
5. Serve as liaison between Restricted Program Directors and Business Office.
6. Distribute budgets for all Restricted Programs on monthly basis or as needed.
7. Serve as liaison between Federal and State Grantor Agencies and Business Office with necessary approval from the Vice President of Finance.
8. Assist with cash receipt processing of Restricted Funds received from grantor agencies.
9. Maintain budget and expenditure files on all Restricted Accounts.
10. Perform Return of Title IV calculations, make necessary adjustments to student account, and prepare referrals to the Alabama Community College as necessary.
11. Manage the Nelnet Student Payment Plan.
12. Other duties as assigned by the Dean of Accounting and Finance.

APPLICATION PROCEDURES: Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "Job Opportunities" at the bottom of the homepage. 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

SALARY RANGE: Minimum \$47,718 -maximum \$61,655 based on experience and educational level for placement on the Alabama State Salary Schedule E1-01.

APPLICATION DEADLINE:

Completed applications must be received by 3:00 pm March 1, 2017, 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** and **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 official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, 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.. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this 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.