

Blackfeet Community College



Position Description Accountant

Closing Date	May 2, 2018 @ 3:00 PM
Salary	\$50,320.00 to \$60,036.00 Depending on experience
Department	Finance Office
Personnel Definition	Administrative Position, Regular Full-Time
Term of Employment	12 months/year, 26 pay periods
FLSA	Non-exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Vice President, Finance Department • President
Supervision Exercised	<ul style="list-style-type: none"> • This position has no supervisory responsibilities.
General Statement of Duties	This position is a multi-tasking accounting position. This person will perform all accounting duties of the college and work with the Business Office team with accounting processes that pertain to their specific positions as needed.
Specific Area of Duties	<ul style="list-style-type: none"> • The preparation of monthly management accounts • The preparation of annual statutory accounts, including liaison with the College auditors • The preparation of the annual College budget, and longer-term financial plans • The preparation and assessment of capital expenditure plans • The development of College accounting and other financial systems • The development of College financial policy and its enactment in procedures and processes • Ensure that donations are accurately recorded and reported • Treasury management, consistent with policies established by the College Finance and Investment Committee • Completion of VAT returns • Completion of Bank Reconciliations • Line management of 3 staff, to ensure that day-to-day purchasing, billing, student fee, battels and banking routines are followed and improved over time • Assisting the Vice President in supporting College Finance and Investment, and Risk and any other Committees relating to finance as required. • Payroll, VAT and pension reporting • Work with Auditing firm to set up audit schedule, call for auditors, leading the business office staff in gathering records for audits and any other duties that will assist the audit process for BCC and for the Bookstore audit. • Any other duty commensurate with the grade and nature of the post.
Qualifications	<ul style="list-style-type: none"> • Must have a minimum of Bachelors of Science in Accounting and a minimum of 3

	<p>years' experience in accounting using a software system. Prefer Master's Degree in Accounting with 3 years' experience in accounting using a software system.</p> <ul style="list-style-type: none"> • Position involves handling money and will include background investigation.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of GAAP practices and procedures • Significant experience of working as an accountant in complying with IRS non-profit regulations. • Know how to do bank reconciliations, draw down federal funds, check reconciliations and the full range of financial operations for an organization. <p>Skills Required:</p> <ul style="list-style-type: none"> • High level of self-motivation and time management to work independently. • Confidence to deal assertively and professionally with senior administrators, program directors and the Board of Trustees. • Skill in forecasting future budgets as needed. <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to focus on work despite distractions and interruptions • Ability to handle details correctly • Ability to provide technical support to Business Office staff with GAAP issues as they arise and be a part of the team. • Ability to take a strategic overview of the College's financial position.
Complexity	<p>This position is required to have general knowledge of organization, planning, time management, public relations, and computer software.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Finance Office.</p>
Physical Demands	<p>Work is performed in a normal office environment. Duties require extensive use of computer monitors, keyboards, printers and office equipment. Some lifting will be required (i e. equipment, binders, boxes and other miscellaneous materials).</p>
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Policies and Procedures Manual • BCC Catalog • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.