

**POSITION NOTICE
DISTRICT / BIG SPRING SITE**

POSITION: **District Financial / Project Accountant # 319**

NOTE: **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Bachelor's degree or specialized training required. CPA or additional education will be recognized. Eight (8) years related experience preferred. A strong accounting knowledge with Fund Accounting experience preferred. Must be able to interpret / analyze financial reports. Must be detailed oriented and possess strong analytical, problem solving, organizational and communication (verbal & written) skills.

DESCRIPTION OF JOB DUTIES: Reconcile various receivables; reconcile and post monthly payroll to the general ledger; complete monthly benefits reports; track and reconcile various projects; assist with internal and external projects, reports, audits, and surveys. For a complete list of job duties please refer to the job description, available from Human Resources.

SALARY RANGE: **\$59,548 - \$67,104**

POSITION AVAILABLE: **Immediately**

TO APPLY: **Complete online application and attach materials at:**
<https://howardcollege.edu/careers/>

POSTED: **April 13, 2022**

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran status, or any other status protected under applicable federal or state law in its employment policies, procedures, and processes.