



# **Position Opening Notice**

## **Director of Accounting Services**

### **College and Area Information**

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Director of Accounting Services and to work in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of 26,000 and TBCC serves over 2,060 students per year.

### **Organizational Relationship**

Reports to the Vice President of Finance

### **General Statement**

Under general supervision, responsible for supervision of business office operations. Manage grants and contracts. Responsible for financial records of TBCC Foundation. Perform other auditing/accounting and clerical duties as needed. Provide backup for business office staff as needed.

### **Term of Employment**

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

### **Major Areas of Responsibility**

- I. Grants and Contracts
- II. Staff supervision
- III. TBCC Foundation
- IV. Other duties as assigned

### **Specific Responsibilities**

Grants and Contracts

- Evaluate new award notices

- Prepare and create required forms for new awards
- Provide customer-oriented service to all internal and external customers
- Establish new project budgets in Jenzabar
- Follow documented process on approval of expenditures to ensure compliance with grant goals
- Create GL accounts and budgets as needed
- Follow documented process on preparation of financial reports
- Determine form and/or format of financial report required by funding agency
- Prepare schedule of financial reports and dues dates
- Prepare financial reports that are accurate for Vice President of Finance to review
- Ensure that financial reporting to external organizations is complete on or before scheduled due date.
- Maintain documentation of financial reports and other grant records required to meet retention requirements.
- Implement system to follow up on status of reports after submission
- Respond promptly to requests for additional information from external agencies or internal customers
- Coordinate with internal grant managers to develop budgets and accounts
- Monitor the posting of expenditures and receipts to grant funds
- Prepare and/or secure data as required during the annual audit

## Staff Supervision

- Plans, assigns, directs, and evaluates business office staff in such areas but not limited to: accounts payable, accounts receivable, fixed assets, payroll, shipping and receiving, and campus store and vending operations
- Serve as a coach and mentor to staff providing hands on leadership and career development opportunities
- Hires, trains, and supervises business office staff

## TBCC Foundation

- Prepare deposits and post gift entry reports
- Prepare monthly, quarterly, and annual journal entries
- Enter invoices and issue payments
- Reconcile Foundation bank accounts
- Prepare financial reports and Foundation Board reports
- Prepare annual State and Federal reports
- Work with Foundation staff to answer questions about Foundation funds
- Work with Executive Director of Foundation and auditor/reviewer annually to provided documents and records as requested
- Maintain accounting records for the College's Foundation

## Other

- Participate on college committees as assigned

- Insure confidentiality of student information
- Create/maintain desk procedure manual
- Provide backup for Vice President of Finance as needed
- Works as part of a team in planning, development and implementation of new or enhanced financial systems and/or processes
- Contributes to the College Vision, Mission, and Values
- Lead and guide activities and decisions with an equity mindset
- Ensure all activities align and comply with federal and state laws and regulations, college policies, and contractual obligations
- Other duties as assigned

## **Required Qualifications**

- Bachelor's degree in Accounting, Finance, or related fields
- Experience as a supervisor in the accounting field
- Proficiency in the use of computers, Microsoft Office, Outlook, and Excel
- Ability to use of a variety of office machines (10 key calculator, copiers, etc.)
- Demonstrate strong interpersonal skills
- Effective oral and written communication skills
- Ability to work individually and with a team
- Strong organizational skills with attention to details

## **Preferred Qualifications:**

- Master's degree in Accounting, Finance, or related fields
- Certified Public Accountant (CPA) license
- Knowledge of Jenzabar accounting system or other similar accounting system
- 5 years of experience working in Accounting or related field
- Prior experience in an educational institution

## **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College  
Attn. Human Resources  
4301 Third Street  
Tillamook, OR, 97141

To print application go to [Employment at TBCC \(tillamookbaycc.edu\)](http://tillamookbaycc.edu) and choose the staff application packet.

**Position Open until filled**

First review of applications: July 12, 2021

**Compensation and Position Availability**

This is a 1.0 FTE position. Salary is \$50,342 (\$25.27/hour)-\$55,010 (\$27.62/hour), depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.