



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Finance and Grant Accountant

Work type: Administration

Location: Tillamook, OR

Categories: Administrative, Budgets/Grants/Contract Management

Department: Business Office

Appointment Type and Duration: Regular, Ongoing

Salary: \$53,916.07- \$76,871.44

Compensation Band: Grade 20

FTE: 1.0

FLSA Exempt: Yes

College and Area Information

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

TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential. The Finance and Grant Accountant is expected to be part of the campus community and participate in organized meetings, professional development and other opportunities as available.

Organizational Relationship

Reports to the Chief Financial Officer (CFO).

General Statement

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve in our College Business Office in the position of Finance and Grant Accountant (FGA). The FGA maintains and analyzes financial information, prepares and presents financial reports, and maintains fiscal stability of TBCC using informed technical knowledge and skill in accounting and financial analytics. The FGA designs, administers, and manages systems for a wide range of budget-related programs, grant and vendor relationships, and regulatory activities. The FGA interacts effectively with customers and vendors to gather needed information, resolve differences, and complete work on schedule. The FGA prepares monthly Financial Reports for the President, Board, and Leadership Team.

Equal Opportunity Employer

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Human Resources, 4301 Third Street, Tillamook, Oregon, Room 229, Phone (503) 842-8222 ext. 1021

Major Areas of Responsibility

- I. Financial accounting
- II. Grants and contracts
- III. Other responsibilities

Specific Responsibilities

Financial Accounting

- Prepares financial statements in a timely fashion.
- Creates and maintains a series of financial controls and procedures for the Business Office.
- Conducts periodic audits of budget items, including comparing per diems to actual expenses and other budget-to-actual comparisons.
- Oversees and takes responsibility for all financial procedures and records under that direction of the Chief Financial Officer.
- Maintains corporate checking accounts and invoices.
- Responsible for the various ledgers including cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, and journal entries to adjust the general ledger.
- Generates monthly reports including accounts payable reconciliation, accounts receivable reconciliation, cash flow report, and balance sheet audits.
- Prepares annual tax filings such as W-2, 1098s, 1099s etc.
- Performs other related duties as requested by the Chief Financial Officer.

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 Chief Financial Officer 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.

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- 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

Other Responsibilities

- Participate on college committees as assigned
- Ensure confidentiality of student information
- Create/maintain desk procedure manual
- Provide backup for CFO 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

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance or a related field and three years of financial accounting experience or
- Associates degree with a concentration in Accounting, Finance, or a related field, five years of accounting experience, and a signed agreement to complete a Bachelor's degree in Accounting or Finance within three years of start date.
- 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 autonomously and within a team
- Strong organizational skills with attention to details

Preferred Qualifications:

- Knowledge of Jenzabar accounting system or other similar accounting system
- CPA designation
- Prior experience in an educational institution

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Knowledge, Skills, Abilities

- Requires superb people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas
- Strong communication and organizational skills
- Ability to work independently and in a self-directed manner
- Ability to handle multiple priorities in a multi-tasking environment
- Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others

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 hr@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:

Human Resources - Tillamook Bay Community College (tillamookbaycc.edu)

(Choose the staff application packet).

Position Open until filled

First review of applications: June 30, 2022. Position will remain open until filled.

Compensation and Position Availability

This is a 1.0 FTE position. Salary is \$53,916.07- \$76,871.44. Placement will generally not exceed the mid-point, based on qualifications, experience, and internal equity. The year is based on 249 days or 1992 hours per year.

Benefits

During the month of July and August, TBCC is closed Friday's and has a 32-hour work week. TBCC provides excellent benefits, including medical, dental, and vision insurance, as well as paid life, long-term disability, and accidental death insurance. For health insurance, the college provides \$1,342/month towards premium costs prorated for part-time employees. Paid leave includes vacation, sick, 12 holidays, and personal leave (from accrued sick leave) and pays all contributions to Oregon PERS. TBCC also provides tuition waivers, based on the employee FTE to employees and qualified dependents for TBCC classes. Optional benefits include flexible spending account, health spending account, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts. Benefits are paid in accordance with Tillamook Bay Community College policy as defined in Appendix B-1, Summary of Employee Benefits in the adopted budget for fiscal year 2022-23.

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