



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Senior Accountant

Department: Business Office

Work Type: Full Time, 1.0 FTE

FLSA: Exempt

Term of Employment: July 1 - June 30, Permanent

Compensation Band: Grade 21

Annual Salary Range: \$58,310 - \$83,137

Initial Placement Salary Range: \$58,310 – \$67,598 based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

Organizational Relationship: Reports to the CFO

Location: Tillamook, OR

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 nearly 2,000 students per year.

Tillamook, Oregon is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented
Innovative
Student-Centered
Equitable
Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Senior Accountant

The Senior Accountant position maintains and analyzes financial information, prepares and presents financial reports, and maintains fiscal stability of TBCC using informed technical knowledge and skills in accounting and financial analytics. This position designs, administers, and manages systems for a wide range of budget-related programs, grant and vendor relationships, and regulatory activities. The Senior Accountant interacts effectively with customers and vendors to gather needed information, resolve differences, and completes work on schedule.

Essential Job Functions:

Key Areas

- Financial accounting
- Grants and contracts
- Other responsibilities

Financial Accounting

- Prepares monthly financial reports for the President, Board, and Leadership Team.
- 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, as needed.
- 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 due 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.
- 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.

Knowledge, Skills, Abilities

- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Strong interpersonal skills and a calm demeanor.
- Ability to work independently, in a self-directed manner, and with a team.
- Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
- Strong oral and written communication, organizational skills, and attention to detail.
- Ability to handle multiple priorities in a multi-tasking environment.
- Proficiency in the use of computers, Microsoft Office, Outlook, and Excel and a variety of office machines (10 key calculator, copiers, etc.).

Qualifications:

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 required to complete a Bachelor's degree in Accounting or Finance within three years of start date.

Must be able to pass a criminal background check and credit check.

Preferred Qualifications

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

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

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 Human Resources, 4301 Third Street, Tillamook, Oregon, Room 108, Phone (503) 842-8222 ext. 1021.

Application Information:

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. 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.

Open until filled.