

Main Campus:
21 Campus Circle
Murphy, NC 28906
Phone: (828) 837-6810
Fax: (828) 837-0028
or (828) 837-3266



Graham County Center:
P.O. Box 1997
145 Moose Branch Road
Robbinsville, NC 28771
Phone: (828) 479-9256
Fax: (828) 479-6280

ADVERTISEMENT OF POSITION VACANCY

Posting Date: February 12, 2024

Position: Accountant/Back-up Controller

Basic purpose of position:

The position of Accountant/Backup Controller is responsible for providing support regarding budgeting, and accounting for/disbursing all funds made available to the College in accordance with applicable laws, audit standards, and generally accepted accounting principles. The incumbent is the Accountant/Backup Controller of the College and reports to the Controller.

Qualifications:

Bachelors Degree in Accounting or Finance required. MSA (Masters of Science in Accounting) with 2 years relevant experience, specifically in the field of Education, preferred.

Job Description/Duties:

- Serve as Accountant/Back up Controller to the Controller.
- Aid in preparation and execution of all budgets for the College.
- Help prepare year-end financial statements and reports.
- Participate in the preparation and monitoring of all EAGLE documentation.
- Assist in preparing all reports required by Raleigh concerning budget and finance.
- Help monitor budget execution and recommend appropriate adjustments.
- Make budget revisions as required.
- Assist Vice Presidents and others with budget planning and analysis.
- Help ensure budget execution and financial statement preparation conforms to state audit standards & GAAP.
- Aid in ensuring that budget expenditure limitations are strictly observed.
- Report any financial irregularities, or apparent violations of law, to the President and the Board via the Controller and Chief Financial Officer.
- Help reconcile bank statements.
- Maintain and account for interest earned on invested funds.
- Participate in preparation of financial information for the Board of Directors and/or the President.

Salary Range: In accordance with the College's Compensation Plan.

Estimated Range: \$38,500 - \$42,000

Working Schedule: This is a 40-hour per week position and may require some flexibility in working hours.

Proposed Hiring Date: As Soon As Possible. A six-month probationary period is required by college policy.

Deadline to Apply: February 26, 2024 or until filled.

How to Apply: A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application packet, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4299 or e mail humanresources@tricountycc.edu. Incomplete application packages will **not** be considered.

Equal Opportunity Employer