

Rich Mountain Community College

Position Description

Type Position:	Classified
College Title:	Accounting Technician
OPM/Legislative Title:	Fiscal Support Technician
Supervisor:	Fiscal Projects Coordinator
Area:	Finance

The Accounting Technician works under general supervision of the Fiscal Projects Coordinator and is responsible for providing accounting assistance to the Fiscal Projects Coordinator, the staff of the Business Office and students and others either in person or by telephone who may need business office assistance.

The responsibilities of the Accounting Technician include:

Position Specific:

- Answers questions, reviews information, and assists in the completion of forms.
- Receives, reviews, and audits documents to ensure completion; verifies codes, calculations, and authorizations; requests required information if necessary.
- Performs data entry of various information student and/or financial information using the internal automated tracking and reporting system or other appropriate system after reviewing the documents for accuracy.
- Maintains records of expenditures, balances, ledgers, accounts, statements, reports, receipt documents, or other internal accounting controls.
- May post transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically.
- Researches receivables and invoices as necessary.
- Generate reports, audits transactions, verifies and enters student and/or vendor information, and corrects errors for processing.
- Maintains and may assist in creating various confidential records, files, and databases requiring compilation of varied information.
- Receives, sorts, and distributes a variety of correspondence, records, and information to appropriate personnel.
- May assist with monthly and year-end closing documentation and statistical reports.
- May post wire transfers, error corrections, grant transfers to the state system, reconcile bank statements, and oversee petty cash fund.
- May be responsible for proper and timely entry of employee records, payroll related documents, purchase orders, personnel action forms, budget documents, or any other procedural forms that may be required.
- Performs other job related duties as assigned.

College Wide:

- Seek and implement activities, services and programs which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
 - Treat all who choose to use the College's resources with dignity.
 - Challenge all learners to maximize their potential.
 - Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
 - Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.
 - Demonstrated effective communication skills, both oral and written.
 - Demonstrated commitment to learning.
 - Demonstrated commitment to the community college philosophy.
 - Demonstrated commitment to assisting students and faculty.
 - Demonstrated effective interpersonal and communication skills.
 - Demonstrated effective leadership and team building skills.
 - Demonstrated effective organization skills.
 - Demonstrated commitment to professional development.
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MINIMUM QUALIFICATIONS:

- The formal education equivalent of an Associate degree in accounting or a related field; plus one year of experience in accounting or a related field.
- Working knowledge of accounting and business skills and processes
- Working knowledge of computerized accounting
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer as it relates to specific position requirements

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application to:

Brenda Gillogly

Vice President of Administration

Rich Mountain Community College

1100 College Drive

Mena, AR 71953

Phone: 479.394.7622 x 1500

Fax: 479.394.2828
Email: bgillogly@rmcc.edu
www.rmcc.edu

Review of applications continues until position is filled. Salary is commensurate w exp.
RMCC is an equal opportunity employer.

Minorities and females are encouraged to apply. AA/DFW