

Accountant

Description of Position

Yavapai College is seeking a full time Accountant to work in the Business Office. This position, under the supervision of the Accounting Manager, will assist in optimizing the accounting system, providing broad based financial support, and performing various accounting duties. The right candidate will have a solid blend of accounting experience and possess a strong, analytical/IT skillset. Once trained, a combination of in-office and virtual days is available.

Job Duties

- Assists in the monthly, quarterly and fiscal year-end process as needed including but not limited to preparation of work papers, reconciliations and account analysis.
- Prepares journal entries and reconciles general ledger accounts
- Reconciles Financial Aid (Pell, loans, FWS) and other grants
- Prepares routine grant reports
- Provides guidance on fiscal procedures, processes, and systems to department end users
- Participates in various finance technology projects to provide technical system support
- Knowledge of automated financial systems
- Performs other accounting, payroll and clerical duties as assigned

Minimum Expectations & Requirements

- Bachelor's degree in accounting, finance, or closely related field
- Computerized accounting systems, report writing as well as spreadsheet applications
- 3+ years of related experience required

Preferred Skills & Abilities

- Experience with ERP systems (i.e. Ellucian Banner Finance) and COGNOS report tool preferred
- Professional experience in a community college/higher education work environment

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and competencies listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Please apply online:

<https://www.schooljobs.com/careers/ycedu/jobs/3779634/accountant?pagetype=jobOpportunitiesJobs>