



Accountant

POSITION DESCRIPTION:	The Accountant is a full-time, twelve-month appointment and reports directly to the Controller.
JOB DUTIES:	The Accountant is responsible for management of the accounting functions of the various grant-funded programs operated by Arkansas Northeastern College. This includes financial and compliance reporting. Additionally, this position assists the Controller in the leadership and management of all College accounting, payroll, financial reporting, accounts payable, and procurement functions. The Accountant will also assist in endorsing the integrity and accuracy of the accounting records, assist in preparing timely financial reports, will work with external auditors, and recommend and maintain appropriate fiscal policies and internal controls, ensuring compliance with applicable state and federal laws. The Accountant may also perform other administrative duties as assigned.
QUALIFICATIONS:	Minimum requirements include a Bachelor's degree in accounting (a Master's degree in accounting or finance is preferred); seven years of progressively responsible financial management and/or accounting experience, fund accounting experience preferred, and demonstrated skills in working with integrated financial accounting software. A thorough knowledge of Generally Accepted Accounting Principles will be required. The selected applicant will have strong analytical skills, integrity, effective oral and written communications skills, and excellent interpersonal and teambuilding skills.
SALARY:	Salary is determined by education and experience as defined on the Salary Placement Schedule. A generous fringe benefit package is included.
APPLICATION DEADLINE:	Review of applications will begin immediately and continue until position is filled. Interviews may occur throughout the application period.
APPLICATION PROCEDURE:	To apply, send completed ANC application, letter of interest, resume, references, and transcripts to: Office of Human Resources, Arkansas Northeastern College, P. O. Box 1109, Blytheville, AR 72316-1109 . Call (870) 762-3121 or email cwulf@smail.anc.edu for more information.
DATE OF ANNOUNCEMENT:	March 19, 2010

ANC is an affirmative action, equal opportunity employer.