



ENTERPRISE-OZARK COMMUNITY COLLEGE

Your Investment in Excellence

INTENT TO EMPLOY

- POSITION:** ASSISTANT ACCOUNTANT
- QUALIFICATIONS:** **Required:** Associate Degree in accounting or a related field. Two years' work experience in bookkeeping, accounting, or related field.
- POSITION SUMMARY:** Responsible for the detailed operation of the bookkeeping processes. Work involves maintaining control of accounts, helping prepare special financial reports and statements, and performing, with limited supervision, the auditing of fiscal transactions and records.
- DUTIES AND RESPONSIBILITIES:** SEE ATTACHED JOB DESCRIPTION
- SALARY:** Based on State Board of Education Salary Schedule H-35, Rank 13 and experience
(Range: \$23,009 - \$28,948)
- POSITION AVAILABLE:** August 2008
- POSITION DEADLINE:** Application packet must be received by **1 p.m. Friday, June 6, 2008**
- APPLICATION PROCEDURE:** All applicants must submit a complete application packet which consists of the following:
- A completed Enterprise-Ozark Community College application for employment
 - Current resume
 - Official or unofficial copies of **college transcripts verifying required education**
 - Letter(s) verifying period of work experience as defined above. The letter must include **employment dates and job title and be on official letterhead with an authorized personnel signature.**

Only complete application packets received by the deadline date will be considered. From all the applications received, a search committee will review applications, interview the eligible applicants, and select candidates for further consideration by the President. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate proficiency in written English as part of the on-campus interview process.* **Employment is contingent upon receipt of clearance notice from criminal background check.**

Enterprise-Ozark Community College applications for employment forms are available at www.eocc.edu and from the following:

ATTN: 2007-08:25
Enterprise-Ozark Community College
P O Box 1300
Enterprise, AL 36331
334-347-2623 ext. 2222

Enterprise-Ozark Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise-Ozark Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

**ENTERPRISE-OZARK COMMUNITY COLLEGE
JOB DESCRIPTION**

Job Title: Assistant Accountant

Department: Business Office

Reports to: Dean of Finance and Administration

FLSA Status: Non-Exempt

Job Summary: The Assistant Accountant is responsible for the detailed operation of the bookkeeping processes. Work involves maintaining control of accounts, helping prepare special financial reports and statements, and performing with limited supervision the auditing of fiscal transactions and records.

Specific Duties and Responsibilities:

1. Keeps accounts including control and subsidiary ledgers covering varied financial transactions; classifies and indexes all entries.
2. Participates in the preparation of special financial reports as assigned.
3. Maintains control of receipts and financial statements.
4. Maintains student accounts receivable records.
5. Searches files and compiles other statistical information for preparing of reports or otherwise requested data.
6. Performs cashiering services as needed.
7. Assists with the pre-registration and regular registration processes.
8. Establishes and maintains filing system for payroll, budget, financial reports, purchase orders and other financial documents.
9. Performs other duties as assigned by the Dean of Finance and Administration and/or the President.

Required Education/Work Experience:

1. Associate Degree with a concentration in accounting or related field
2. Two (2) years experience in bookkeeping, accounting or related field

Require License/Certification:

None

Other Special Qualifications/Requirements of the Job:

1. Knowledge of accounting/bookkeeping to understand basic concepts of accounting including journal, ledger, source documents, financial statements, and reports.
2. Knowledge of cash management procedures.
3. Knowledge of purchasing, payroll, ticket sales, and other financial procedures.
4. Knowledge of filing and records management to include types of filing systems, steps in filing, indexing, control of documents in storage, retrieval of records, and transfer and storage of records.
5. Math skills to add columns of figures and to multiply and divide using decimals.
6. Writing skills to assist in the writing of reports and school documents using correct format and grammar.
7. Reading skills to understand policies, procedures, manuals, and guidelines.
8. Skill in using database management and word processing computer software.
9. Proofreading skills to correct numerical and other errors in financial documents.
10. Skill in the accurate use of four function desk calculator.
11. Skill to accurately set up and reproduce multi-column numerical tables, legal material, printed forms and related formats.
12. Willing to work overtime, and weekends when necessary.
13. Willing to attend workshops/in-service training over a period of two or more days to improve office skills when necessary.