

POSITION ANNOUNCEMENT

SENIOR ACCOUNTANT

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for the position of Senior Accountant. This position reports to the Director of Accounting and Fiscal Services.

RESPONSIBILITIES INCLUDE:

- Designs, implements and utilizes accounting and accounting related methodologies and procedures to insure that the fiscal resources of the Commission are properly recorded, protected and administered in accordance with applicable federal and state laws, regulations and policies, and with applicable legal agreements.
- Coordinates purchase requisitions, annual agreements, blanket orders, contracts, and encumbrances between the Commission staff and the state.
- Prepares information for various budgets, operations plan submissions and the comprehensive annual financial report.
- Assists in the coordination of audits performed by the United States Department of Education, Examiners of Public Accounts and independent certified public accountants.
- Prepares financial reports in Microsoft Excel, Windows 10 for over 20 funds operating under 5 different appropriation units.
- Process employee leave through an in-house personnel system utilizing agency software.

EDUCATIONAL / KNOWLEDGE REQUIREMENTS:

- Bachelor's degree from a regionally accredited four-year college or university, with a concentration of accounting coursework.
- Four (4) years of experience performing professional level accounting functions (state-level governmental experience preferred).
- Knowledge of the State of Alabama Accounting and Resource System (STAARS) is strongly preferred.
- Knowledge and experience with Microsoft Excel and Microsoft Word.
- Effective oral and written communication skills.
- Ability to work as a member of a team and to work independently.
- Must be detail oriented and organized.

PLEASE NOTE:

- Emailed applications only. Mailed or faxed applications will not be accepted.
- References related to the position's requirements may be requested from the selected finalist.
- The successful candidate will be subject to a six-month probationary period.
- The Commission does not pay travel expenses for interviews.
- The Commission does not pay moving expenses.

DEADLINE FOR APPLICATIONS: February 22, 2019.

SALARY: \$66,126 - \$84,641

TO APPLY: In order for the application to be considered complete, the applicant must submit the following: (1) a cover letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) a resume and (3) an ACHE Application (application may be found on www.ache.edu under "About Us/Employment Announcements"). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents.

SUBMIT TO: Tim Vick, Director of Operations at tim.vick@ache.edu.

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER