DIRECTOR OF ACCOUNTING

RESPONSIBILITIES

- Organizes, directs and controls the operations of the Accounting Department and coordinates with other campus departments on matters of a financial nature.
- Ensures proper processing and recording of all financial transactions into the college’s accounting software (POISE).
- Records investment transactions and produces related quarterly and annual reports in accordance with the Public Funds Investment Act.
- Prepares monthly financial reports for presentation to the Board of Trustees.
- Manages the year-end closing process including preparation of auditor schedules (PBCs).
- Prepares the annual financial report in accordance with OMB Circular A-133 and coordinates the annual audit.
- Assists the Vice President with the preparation of the annual budget, investment of college funds and other duties of a financial nature.
- Supervises the activities of the Grant Accountant and ensures compliance with individual grant reporting requirements.
- Supervises the activities of the Business/Cashier’s offices and the campus mailroom operation.
- Coordinates the processing of financial transactions between the college and the bookstore contractor.
- Prepares or supervises the preparation of 1099s, 1098Ts and coordinators with outside accountants for the preparation of the 990T.
- Responsible for the financial accounting of an affiliated, not-for-profit foundation.
- Other duties as assigned.

QUALIFICATIONS

Required

- Bachelor’s degree in Accounting or closely related field, minimum of 18 hours in Accounting.
- Minimum of five years of accounting experience making significant decisions and managing people.
- Proficient in Excel, Word, and knowledge of large scale computerized accounting/information systems.

Preferred

- Current CPA license or Master’s Degree.
- Public accounting experience and/or governmental accounting or auditing experience including OMB Circular A-133 engagements.
- Knowledge of Governmental Accounting for Colleges (GASB 34/35) and Accounting for Not-For-Profit Organizations (FASB 116/117) and fund accounting principles.

SALARY

$65,000 minimum starting salary. Salary is commensurate with education and experience. Excellent fringe benefits.

Review of applications will begin on July 1, 2015. Position will remain open until filled.

APPLICATION

Interested candidates should submit a resume, completed official application and a statement addressing responsibilities, qualifications and how they meet the desired characteristics, official transcripts sent directly from institutions attended to Human Resources, and three letters of reference. Applications should be sent to: applymc@midland.edu

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, TX 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.