

Accounting Assistant

Job Announcement

Northshore Technical Community College is accepting applications for the following full-time, unclassified position to be domiciled at the Lacombe Campus:

Accounting Assistant

Job Summary:

The Accounting Assistant reports directly to the Bursar and is responsible for maintaining and processing accounts payables for all campuses within the Northshore Technical Community College, for analyzing and ensuring all payable laws and procedures are followed in accordance with state statutes, administrative codes, revised statutes and NTCC/LCTCS policy.

Responsible for maintaining a working relationship with the Campus Deans, the Bursar, the Director of Accounting, the accounting staff, other campus staff, and external agencies.

Required Knowledge, Skills, & Abilities:

Demonstrates understanding of the technical community college mission and practices an open door policy. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student focus
- Building relationships
- Organizing & planning
- Analyzing and solving problems
- Evaluate situations & make sound decisions

Minimum Requirements:

Bachelor's degree from an accredited college/university in the field of Accounting, Business, or a related field.

An Associate's degree plus two years professional accounting experience may substitute for the Bachelor's degree requirement.

Preferred Qualifications:

Previous higher education experience
Knowledge and experience using Ellucian Banner SIS software
Working knowledge of reporting tool software

Applications will be accepted until position is filled, with preference being given to those received on or before March 19, 2019.

Please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: veronicaflynn@NorthshoreCollege.edu or hr@NorthshoreCollege.edu

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.