CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria (Main Campus); 2) Cottonport; 3) Huey P. Long 4) Rod Brady, and 5) Ferriday campuses.

CORE JOB SUMMARY

Reporting to the Vice Chancellor of Finance and Administration, the staff accountant will be domiciled at the Alexandria campus and perform basic accounting functions such as ledger/fund analysis, fund reconciliation including unrestricted, restricted, and grants, bank reconciliations, etc. The staff accountant investigates and resolves problems related to funds, budgets, expenditures, and/or procurement practices. This position supports a robust grant and contract portfolio and ensures pre- and post-award requirements are met. This position is responsible for reporting and monitoring all grant accounts from award set-up through closeout while adhering to college, state, and federal policies. This position plays an important role in post-award compliance by ensuring that budgets are not overspent, grant periods are adhered to, costs are allowable under the award, and accounting records are maintained in good order. Moreover, this position acts as a liaison for faculty and staff to various central support offices.

CORE JOB FUNCTIONS

- Monitors revenue and expenses for departmental accounts; ensures expenditure control and compliance with funding and reporting requirements, college policy, and standard accounting procedures.
- Reviews and approves expenditure, personnel, and purchasing documents for availability of funding and compliance with college policy and state and federal funding requirements.
- Prepares, reviews, and processes budget, revenue, expense, payroll, and related correcting entries and prepares bank reconciliations.
- Prepares journal entries for the general ledger and various subsidiary ledgers by compiling, researching, and analyzing data regarding updates needed.
- Assists with or performs grant-related post-award functions, including award setup and budget distributions, expense monitoring, periodic invoicing, and financial reporting.
• Performs grant closeout functions such as reconciliations and financial status reports.
• Ensures high quality, efficient service to the community, and participates in innovative customer service initiatives.
• Assesses need and aids in the resolution of matters in conjunction with principal investigator or department administrator.
• Assists with time and effort reporting system, ensuring it is complete and in compliance with applicable regulations.
• Communicates with fiscal contacts at funding source for problem resolution and information gathering.
• Maintains a demonstrated knowledge of Federal regulations related to Administration, including the Uniform Guidance, Cost Accounting Standards, Federal Acquisition Regulations, and major Federal funding agency guidelines.
• Assists in the completion of all aspects of the annual audit report on federal awards.
• Adheres to college and unit-level policies and procedures and safeguards college assets.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as deemed necessary by the Vice Chancellor of Finance and Administration.

KNOWLEDGE AND SKILLS

• Ability to work independently with minimal supervision.
• Knowledge of standard and/or fund accounting principles, methods, and applications.
• Demonstrated knowledge of Federal regulations including OMB Uniform Guidance, Federal Acquisition Regulations, and major Federal funding agency guidelines.
• Excellent computer skills and facility with using MS Excel (sorting, pivot tables, filtering, basic formulas).
• Excellent analytical skills.
• Excellent communication skills, ability to translate and summarize numbers into an understandable narrative to others.
• Ability to accurately prepare and maintain records, files, reports, and correspondence.
• Skill in completing assignments accurately and with attention to detail.
• Ability to process and handle confidential information with discretion.
• Ability to communicate effectively in writing and verbally as well as the capability to work well under pressure in an environment with deadlines is a necessity.
• Must be able to translate and summarize numbers into understandable narrative to others and make independent decisions.
• Comprehensive knowledge of policies and issues related to sponsored projects administration in an institution of higher learning is necessary.
• Knowledge of and ability to use computer equipment and software including word processing, databases, spreadsheets, web browsers, e-mail, etc.
REQUIRED MINIMUM QUALIFICATIONS

- Bachelor’s degree in Accounting or Finance from an accredited college or university or equivalent combination of education, training, and/or experience.
- Proficiency in Microsoft applications (Word, Excel, and PowerPoint).

PREFERRED (DESIRED) QUALIFICATIONS

- Three or more years of full-time work experience performing accounting functions.
- Experience with grant accounting.
- Experience with fund accounting.
- Knowledge of and working experience with Ellucian’s Banner Finance or other major postsecondary education financial management system.

Additional Requirements:

A valid Louisiana Driver’s License (some travel may be required)

Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

1) A cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Official college and university transcript(s) showing the awarded/conferring degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
4) Names and contract information for three work-related references to:

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.