



Vacancy Announcement

Director of Accounting Services

Central Louisiana Technical Community College (CLTCC) serves the communities of Central Louisiana through five campuses—Alexandria Main Campus, Huey P. Long Campus (Winnfield), Ferriday Campus, Rod Brady Campus (Jena), and Ward H. Nash Avoyelles Campus (Cottonport)—as well as multiple correctional instructional sites.

Position is domiciled at the Alexandria Campus.

SUMMARY:

Reporting to the Vice Chancellor of Finance and Administration, the Director of Accounting Services manages and may develop a comprehensive accounting program which integrates Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements and departmental fiscal policies and procedures for a multi-campus institution. The Director of Accounting Services analyzes financial statistics and other accounting data to identify trends impacting the fiscal position of the college (e.g., cash flow analysis, budget analysis, forecasts and projections) and advises management on findings and recommendations.

The Director of Accounting Services supervises subordinate employees in work involving financial and accounting operations (i.e., processing cash receipts, accounts payable/receivable, bank reconciliations, etc.) and provides ongoing feedback through the review period.

The Director of Accounting Services applies generally accepted accounting principles in the recording of financial activity in the Banner accounting system. Prepares or directs the preparation of financial reports in both standard and specialized formats. Reviews or delegates the review of report contents; corrects discrepancies in information and submits final reports. Coordinates with the Department of Facilities and Risk Management to maintain property inventory of financial records for the college.

May represent the Chancellor and/or Vice Chancellor of Finance and Administration relative to the financial interests of the college in accounting – related interactions/negotiations with other parties, such as banks, vendors, external auditors and management staff of other governmental entities.

As part of the Vice Chancellor's leadership team, the Director of Accounting Services assists in supporting and promoting innovation; improving the quality of financial services; building strategic budgets; exploring resource development alternatives; utilizing technology; allocating adequate fiscal resources; establishing fiscal soundness; and maintaining compliance with all financial regulations.

Displaying a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior. Follows established procedures for the periodic written evaluation of each employee's performance.

Maintains up-to-date knowledge of proposed and current higher education legislation, and trends in higher education practice. Collaborates in the development and maintenance of the accounting and finance website.

DUTIES AND RESPONSIBILITIES:

- Accomplishes accounting strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation strategies of the accounting team.
- Oversee the preparation of the financial reports including but not limited to; monthly, quarterly, yearly financial performance related to investments, operations and budgets.
- Develops accounting organizational strategies by contributing accounting and financial information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with CLTCC organizational objectives.
- Establishes accounting operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Maintains sufficient funds by forecasting cash requirements and obligations.
- Provides financial projections by coordinating budget/forecast preparation; collecting, analyzing, and consolidating financial information; advising departments on the collection and analysis of data.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Broad range of trends and best practices nationally in student accounts programs and services.

Demonstrated Ability to:

- Work collaboratively with other administrative departments and government agencies
- Provide excellent customer service to faculty, staff, current students, prospective students,

alumni, business and industry partners, community representatives and other stakeholders

- To work with a diverse population.

Skills:

- Excellent written, oral presentation, and interpersonal communication skills
- Superior team-building skills to build trust with others in a rapidly changing environment
- Excellent organization, planning, and prioritization skills are essential.
- The ability to calculate complex numbers and figures and to work with accounting and bookkeeping software is helpful.

Required Minimum Qualifications:

- Bachelor's degree from an accredited college or university in Finance, Economics or Accounting or related field.
- A minimum of five years' experience in finance, budgeting, business/personnel administration with another firm or non-profit required. Experience with non-profit accounting and advanced accounting software required (MIP preferred).
- Strong communication skills - written and oral required.
- Some evenings and weekends are required.
- High attention to detail and superb organizational skills required. The ability to initiate projects and manage several tasks simultaneously is required. Intermediate experience in Microsoft
- Office Suite, Windows applications, Internet, and email required. High professional standards and dedication to staff and participants.
- Banner Experience

Preferred (Desired) Qualifications:

- Master's Degree or CPA
- Five or more years of increasingly progressively responsible experience in the area of accounting.
- Proficiency in Microsoft Access.
- Project management experience
- Banner procedures strongly desired.

Additional Requirements:

**A valid Louisiana Driver's License
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/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Passing pre-employment criminal background screen is required as a condition of employment. CLTCC is an equal opportunity/equal access employer. CLTCC is a State as a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.

All employment decisions are based on qualifications, merit, and institutional need.