Technical Professional – Senior Staff Accountant - 401171

Start Date: Spring Semester 2015

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: $46,740 – 51,414/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information.

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on January 19, 2015.

Purpose Statement

The Senior Staff Accountant provides professional technical accounting services in all areas of the accounting function, including grants and contracts. This position performs a variety of professional accounting and complex technical functions associated with properly classifying, recording, and reporting general, auxiliary, restricted, and agency fund transactions. Restricted fund transactions include federal, state, local, and private grant and contract funds. This position also provides general accounting functions including the preparation of reconciliations, analyses needed for period closes, projections, reports, and general ledger research analysis.

Responsibilities

Grant and Contract Accounting and Reporting Tasks: Provide restricted fund grant and contract accounting and reporting for federal, state, local, and private funding sources. Ensure compliance with the grant/contract agreement and all applicable federal, state, and local statutes, OMB Circulars as codified into federal law, state fiscal rules, or other applicable guidance. Work closely with other RRCC departments such as Financial Aid, Instruction, Child Care Innovations, etc. and the RRCC Foundation to coordinate restricted fund requirements and provide grant program support. Prepare fund/org requests for new grants/contracts and ensure grant budgets are entered timely upon grant award. Prepare timely and accurate reconciliations of grant expenditures, monthly invoices to grantors, and other reporting required by grantors. Calculate allocable expenses and indirect charges, and prepare journal entries or labor

redistribution entries. Redistribute labor through the payroll system in Banner, as needed, to ensure grant general ledger postings agree to timesheets. Monthly, record restricted fund revenue and receivables. Complete inter-departmental transfer (IDI) entries for related grant expenses. Prepare monthly worker's compensation calculation and entry to allocate appropriate expenses to grant awards. After grant close out, ensure the restricted fund activity is fully recorded and all balance sheet activity is fully recorded and all balance sheet activity is complete. Prepare year-end accrual entries, adjustments and schedules for the annual audit, State of Colorado compliance, and financial reporting.

Other Restricted Fund Accounting Tasks: If assigned, prepare monthly reconciliation of payroll expenditures for students funded by state and federal work-study awards per the payroll register to the financial aid system. If assigned, prepare monthly reconciliation of federal financial aid (Pell, Direct Lending) awards per the Financial Aid system to the accounting system (Banner) and to the federal financial aid reporting system (COD). Work directly with the Financial Aid office to resolve and correct any reconciling items.

General Accounting Tasks: Prepare and assist with preparation of balance sheet, clearing account, or other monthly reconciliations, as assigned. Balance sheet accounts may include, but are not limited to, reconciliation of cash sweeps from the operating cash account to State Treasury including detailed investigation of any reconciling items and timely preparation of correcting journal entries where needed. Work closely with the Bursar, Cashier's Office, and Accounts Receivable to resolve issues and prepare correcting journal entries prior to monthly closing. Reconcile other college cash accounts including the financial aid account, as assigned. Prepare and assist with preparation of year-end account analyses, footnotes, state exhibits, audit schedules, or other reporting, as requested. Provide backup assistance for project accounting for capital construction and controlled maintenance. Review FOAP mismatch report no less than twice monthly and prepare necessary correcting entries to ensure a clean report prior to month end closing. Prepare CORE mirroring and correcting entries as assigned. Perform transaction research and prepare expense allocations for phones, copiers, or other items, as assigned. Perform other accounting duties, as assigned.

General Accounting Backup Support Tasks: Provide backup support for other departmental staff as needed during periods of leave: twice-weekly review of AP warrant batches for appropriate FOAP, authorizing signatures, payment amount, remittance address; fixed asset tagging and reporting; keying student refunds; and CORE entries and/or transactions. Review payroll entries, as requested. Perform other duties as assigned.

Documentation Tasks: Develop and maintain detailed written task procedures. Review scanned documentation to ensure accuracy and completeness. Index scanned documents in Banner Document Management (BDM) system no less than monthly.

Qualifications

Minimum Qualifications: Bachelor's degree in Accounting, Finance, Business Administration, or other closely related field. Full-time professional accounting experience directly related to the position duties may substitute for the bachelor's degree in accounting on a year for year basis; provided however, that at least 18 credits of accounting coursework leading to a degree have been completed with a grade of B or better in each accounting course. At least two years progressively responsible professional accounting experience. Demonstrated knowledge of Generally Accepted Accounting Principles and government accounting standards as evidenced by at least two years' experience performing accounting for and/or auditing of state-funded agencies or higher-education institutions. Demonstrated knowledge of OMB

circulars and federal and state statutes applicable to grants-evidenced by two or more years' experience preparing and/or reviewing federal and state grant reporting and billing. Good communication skills, good customer service skills, demonstrated intermediate to advanced spreadsheet (Excel) skills, and good familiarity with Cognos, Monarch, or other electronic reporting tools.

Preferred Qualifications: Certified Federal Grant Manager or coursework within the previous three years leading to the Certified Federal Grant Manager credential.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application **(Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of "see resume" will not be considered.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: http://www.rrcc.edu/human-resources/jobs. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: http://www.rrcc.edu/police/. For a hard copy report please contact 303.914.6498.