MISSISSIPPI COMMUNITY COLLEGE BOARD

Job Announcement

Department: FINANCE

Position Title: TECHNICAL SPECIALIST – FINANCE FOR EARLY CHILDHOOD ACADEMY

Salary: Commensurate with education, training, and experience
Position Classification: Non-State Service, Full-Time, Time-Limited Grant Funded
Final Application Date: Open until filled

Characteristics of Work:

The individual in the Technical Specialist - Finance for the Early Childhood Academy position is responsible for financial matters relating to federal, state, and/or private grant programs. The position is responsible for preparing and communicating financial information to be shared both internally and externally. The position requires the application of financial management policies which include a sound knowledge of fund accounting, grant accounting, and the ongoing implementation of generally accepted accounting principles. When required, comprehensive detailed instructions are received from the immediate supervisor. Contacts are necessary both within and outside the organization for the purpose of information exchange.

This position will report directly to the Early Childhood Academy Finance Supervisor.

Examples of Work:

1. Develops, prepares, revises and/or maintains a variety of accounting, budgeting, and financial reports required by the external funding sources;
2. Communicates with Subgrantees of federal/state/private funds;
3. Prepares federal and state reports related to federal/state/private funds;
4. Performs accounting and budgeting functions to include but not limited to prepare subgrantee budgets and reimbursements, Board office purchasing and inventory management for federal/state/private funds.
5. Works closely with the MCCB finance office staff to ensure policies and procedures are being followed;
6. Processes accounts payable (includes monthly disbursements to colleges);
7. Prepares accounts receivable invoices;
8. Maintains and records usage of copiers (4) to distinguish program usage and breakout of charges;
9. Verifies and processes travel reimbursements for staff employees as well as outside vendors;
10. Serves as backup travel coordinator for agency and books airfare for staff;
11. Assists Assistant Director of Early Childhood Academy with the financial aspect of the program monitoring; and
12. Other duties as assigned

The Mississippi Community College Board is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability or veteran status.
Minimum Requirements:
A bachelor’s degree in accounting or a business related field from an accredited college or university, and two years professional work experience in accounting.

Additional Comments:
This is Non-State, time-limited, grant funded position.

Submit Applications/Resumes To:
Cynthia Jiles
Director of Human Resources
Email Address: cjiles@mccb.edu
Physical Address: MS Community College Board
3825 Ridgewood Road
Jackson, MS  39211
Phone:  601-432-6524
Fax:      601-432-6375

Application Procedure:  To be considered, interested applicants must submit a complete application file to include:
1.  Mississippi Community College Board application (available here: http://www.mccb.edu/pdfs/fn/MCCBemploymentapplication.pdf);
2.  Cover letter
3.  Resume/Vitae
4.  College transcripts
5.  Three letters of reference written for this specific position.