

Assistant Director of Accounting Services

North Central State College is accepting resumes for a full-time Director of Accounting Services.

Essential duties/responsibilities include but are not limited to the following:

Purchasing

- Consults with users and external entities to develop specifications; makes recommendations regarding purchases and vendors
- Convert requisitions to purchase orders and notify vendor
- Verifies budget codes and availability of funds
- Bid out purchases over certain dollar amount including special projects
- Research the best price of goods to the College including participation in the state purchasing group
- Perform other duties as assigned

Accounts Payable

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation
- Ensures credit is received for outstanding memos
- Processes travel requests which includes securing transportation, lodging and registrations, encumbering of funds, and reimbursement to employees by receiving and verifying expense reports
- Perform other duties as assigned

Accounting/Bookkeeping

- Reimburse petty cash receipts
- Balance cash drawer from Cashier's operations on a daily basis
- Prepare and post bank deposits
- Balance accounts on a monthly basis
- Reconcile Foundation and student refund accounts
- Prepare, deposit and issue payments for student organizations across campus
- Verify payroll information, process payments to employees, and post transactions
- Maintain database for recording capital assets (additions, deletions, and transfers) as well as providing assets listings to key managers for annual physical inventory accountability.
- Perform other duties as assigned

Department Management

- Manage, directly or indirectly, staff of the Accounting Services Department
 - Determine staffing requirements
 - Ensure adherence to College and department policies and procedures
 - Review application materials, select interviewees and conduct interviews
 - Ensure employees receive sufficient orientation and training
 - Schedule employees for work and assign tasks
 - Review employee work methods for effectiveness and adherence to established standards
 - Review employee record of time worked to verify accuracy. Approve or deny requests for leaves of absence, overtime, vacation, etc.
 - Evaluate employee performance; counsel employees
 - Counsel and/or discipline employees relative to conduct issues
 - Ensure effective communication of information to all employees
 - Perform other related duties as assigned

Miscellaneous

- Prepare annual 1099 tax documents
- Perform duties of Cashier as needed – third line coverage
- Perform other duties as assigned

Required Qualifications:

Education: Associate's degree in Finance, Business Administration or related field, Bachelor's degree preferred

Experience: Three years' work experience performing accounting support and duties.

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 12/19/22 and until filled