POSITION ANNOUNCEMENT

STAFF ACCOUNTANT

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for Staff Accountant. This position reports to the Director of Agency Fiscal Services and Accounting.

RESPONSIBILITIES INCLUDE:

- Posts receipt and disbursement journals in accordance with generally accepted accounting principles.
- Posts cash to general ledger in accordance with accounting principles.
- Communicates information internally with staff and externally with other state agencies, and vendors.
- Records information for bookkeeping activities for several funds according to specified implementation procedures in order to maintain daily cash journals, to record and maintain quarterly allotments, and to provide compliance and accuracy with state’s fiscal requirements and Commission policies.
- Prepares deposits of Commission funds to the state comptroller’s office.
- Maintains effective working relationships with staff and the personnel of other state and federal agencies relative to providing bookkeeping support.
- Provides data and assists in the preparation of financial and management information reports for the Commission and the Department of Finance.
- Monitors allotments, appropriations, and budgets in order to ensure availability of funds.
- Maintains and reconciles Emergency Secondary Education Scholarship Program (ESESP) in accordance to the guidelines establish by the code of Alabama 1975, section 16-23-18.
- Process special invoices for payment through the STAARS system in accordance with the State of Alabama’s procedures.
- Serves as backup Property Inventory Manager for the agency. Coordinates and maintains agency property inventory of equipment with a value of more than $500.00 as required by the Code of Alabama. Conducts a physical inventory of items twice a year. Coordinates surplus property trips to the surplus sales lot at least once a year to dispose of all unusable equipment by transferring items to the surplus sales lot.
- Perform backup activities for procurement in accordance with state law and departmental regulations.
- Audit all vouchers processed through the State Accounting system.
- Maintain a roster of all warrants paid by ACHE.
- Serve as backup with payroll activities.
- Performs other tasks assigned by supervisor, the Director of Operations and Fiscal Services and the Executive Director.

EDUCATION / KNOWLEDGE REQUIREMENTS:

- Bachelor’s degree from a regionally accredited four-year college or university, with a concentration of accounting coursework.
- Five (5) years of experience performing professional level accounting functions.
- Knowledge and experience with Microsoft Excel and Microsoft Word are a must.
- Effective oral and written communication skills.
- Ability to work as a member of a team and to work independently.
- Must be detail oriented and organized.

APPLICATION DEADLINE: Position opened until filled. Application reviews will begin on May 20, 2021.

SALARY: 40,141 to $78,114, dependent upon experience.

TO APPLY: In order for the application to be considered complete, the applicant must submit the following: (1) a cover letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) a resume and (3) an ACHE Application (application may be found on www.ache.edu under “About Us/Employment Announcements”). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents. References may be requested of the selected finalist.

SUBMIT TO: Tim Vick, Director of Operations at tim.vick@ache.edu

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER