



**Position Title:** Finance and Grant Accountant

**Work type:** Administration

**Location:** Tillamook, OR

**Categories:** Administrative, Budgets/Grants/Contract Management

**Department:** Business Office

**Appointment Type and Duration:** Regular, Ongoing

**Salary:** \$51,348 - \$73,210

**Compensation Band:** Grade 20

**FTE:** 1.0

**FLSA Exempt:** Yes

### **College and Area Information**

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves over 2,060 students per year.

TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential. The Finance and Grant Accountant is expected to be part of the campus community and participate in organized meetings, professional development and other opportunities as available.

### **Organizational Relationship**

Reports to the Chief Financial Officer (CFO).

### **General Statement**

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve in our College Business Office in the position of Finance and Grant Accountant (FGA). The FGA maintains and analyzes financial information, prepares and presents financial reports, and maintains fiscal stability of TBCC using informed technical knowledge and skill in accounting and financial analytics. The FGA designs, administers, and manages systems for a wide range of budget-related programs, grant and vendor relationships, and regulatory activities. The FGA interacts effectively with customers and vendors to gather needed information, resolve differences, and complete work on schedule. The FGA prepares monthly Financial Reports for the President, Board, and Leadership Team.

### **Equal Opportunity Employer**

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Human Resources, 4301 Third Street, Tillamook, Oregon, Room 229, Phone (503) 842-8222 ext. 1021

**Term of Employment    Position Open Until Filled**

Annual: 1.0 FTE position; July 1 - June 30. Leave in accordance with current TBCC Policy 312 and corresponding regulations.

**Major Areas of Responsibility**

- I. Financial accounting
- II. Grants and contracts
- III. Other responsibilities

**Specific Responsibilities***Financial Accounting*

- Prepares financial statements in a timely fashion.
- Creates and maintains a series of financial controls and procedures for the Business Office.
- Conducts periodic audits of budget items, including comparing per diems to actual expenses and other budget-to-actual comparisons.
- Oversees and takes responsibility for all financial procedures and records under that direction of the Chief Financial Officer.
- Maintains corporate checking accounts and invoices.
- Responsible for the various ledgers including cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, and journal entries to adjust the general ledger.
- Generates monthly reports including accounts payable reconciliation, accounts receivable reconciliation, cash flow report, and balance sheet audits.
- Prepares annual tax filings such as W-2, 1098s, 1099s etc.
- Performs other related duties as requested by the Chief Financial Officer.

*Grants and Contracts*

- Evaluate new award notices

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- Prepare and create required forms for new awards
- Provide customer-oriented service to all internal and external customers
- Establish new project budgets in Jenzabar
- Follow documented process on approval of expenditures to ensure compliance with grant goals
- Create GL accounts and budgets as needed
- Follow documented process on preparation of financial reports
- Determine form and/or format of financial report required by funding agency
- Prepare schedule of financial reports and dues dates
- Prepare financial reports that are accurate for Chief Financial Officer to review
- Ensure that financial reporting to external organizations is complete on or before scheduled due date.
- Maintain documentation of financial reports and other grant records required to meet retention requirements.
- Implement system to follow up on status of reports after submission
- Respond promptly to requests for additional information from external agencies or internal customers
- Coordinate with internal grant managers to develop budgets and accounts
- Monitor the posting of expenditures and receipts to grant funds
- Prepare and/or secure data as required during the annual audit

#### *Other Responsibilities*

- Participate on college committees as assigned
- Ensure confidentiality of student information
- Create/maintain desk procedure manual
- Provide backup for CFO as needed

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- Works as part of a team in planning, development and implementation of new or enhanced financial systems and/or processes
- Contributes to the College Vision, Mission, and Values
- Lead and guide activities and decisions with an equity mindset
- Ensure all activities align and comply with federal and state laws and regulations, college policies, and contractual obligations
- Other duties as assigned

## **Qualifications**

### *Minimum Qualifications:*

- Bachelor's Degree in Accounting, Finance or a related field and three years of financial accounting experience *or*
- Associates degree with a concentration in Accounting, Finance, or a related field, five years of accounting experience, and a signed agreement to complete a Bachelor's degree in Accounting or Finance within three years of start date.
- Proficiency in the use of computers, Microsoft Office, Outlook, and Excel
- Ability to use of a variety of office machines (10 key calculator, copiers, etc.)
- Demonstrate strong interpersonal skills
- Effective oral and written communication skills
- Ability to work autonomously and within a team
- Strong organizational skills with attention to details

### *Preferred Qualifications:*

- Knowledge of Jenzabar accounting system or other similar accounting system
- CPA designation
- Prior experience in an educational institution

## **Knowledge, Skills, Abilities**

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1. Requires superb people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas
2. Strong communication and organizational skills
3. Ability to work independently and in a self-directed manner
4. Ability to handle multiple priorities in a multi-tasking environment
5. Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion
6. High degree of professionalism and service orientation with respect to the quality of work and interaction with others

### **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to [briarsmith@tillamookbaycc.edu](mailto:briarsmith@tillamookbaycc.edu)

### **Applications may also be mailed to:**

Tillamook Bay Community College  
Attn. Human Resources  
4301 Third Street  
Tillamook, OR, 97141

To print application, go to:

[Human Resources - Tillamook Bay Community College \(tillamookbaycc.edu\)](http://HumanResources-TillamookBayCommunityCollege(tillamookbaycc.edu))

(Choose the staff application packet).

### **Position Open until filled**

First review of applications: May 20, 2022. Position will remain open until filled.

### **Compensation and Position Availability**

This is a 1.0 FTE position. Salary is \$51,348 - \$73,210 depending on experience. Placement will generally not exceed the mid-point, based on qualifications, experience, and internal equity. Benefits are in accordance with Board Policy. Full employer paid PERS. Fiscal Year starts July 1.

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