



Title: <i>Director of Accounting</i>	Department: <i>Business Office</i>
Employee Group: <i>Administration</i>	Employee Classification (if applicable): <i>N/A</i>
Immediate Supervisor: <i>Vice President of Finance &amp; Administration</i>	Supervises: <i>All Business Office Staff</i>
Hours: <i>40</i>	EX/NE: <i>Exempt</i>

## **General Description:**

The Director is responsible for ensuring that the College's accounting records are complete and accurate and that all reporting requirements to external agencies and partners are filed timely and accurately. In addition, the Director is responsible for ensuring that an efficient and effective system of internal controls is in place at the College. The Director is a "working administrator" and is responsible for the management and direction of Business Services as well as performing specific job tasks and providing guidance and training to employees under their direction.

## **Position Duties/Functions:**

1. Provide leadership and oversight of accounting staff and core accounting functions, promoting accuracy, accountability, and excellent customer service.
2. Oversee and maintain complete and accurate accounting records within the College's financial management system for all institutional funds, including general, auxiliary, debt, plant, endowment, and other designated funds—to ensure compliance.
3. Advise Vice President of Finance & Administration regarding cash flow and surplus funds available for investment/ areas of financial strengths & weaknesses & recommend solutions.
4. Work directly with the ITS Department to ensure maximum use and efficiency of computer systems & programs as they relate to Business Office functions. Work with Director of Financial Aid to ensure that funds are reconciled, drawn down, and reported timely and correctly. Order funds from the U.S. Treasury. Assist with the annual preparation of the FISAP and annual A-133 Single Audit.
  - a. Coordinate Business Office procedures with the Financial Aid office as dictated by various student aid programs.
  - b. Work with the Financial Aid office in monthly reconciliation of student loans, Pell, and other federal aid.
5. Oversee and participate in the month-end and year-end close processes, ensuring timely reconciliations, journal entries, and financial reporting.
6. Review and approve reconciliations, journal entries, and financial transactions prepared by the accounting department. Ensure accurate financial recording of grants, oversee drawdowns and reimbursements.
7. Responsible for leading the College's annual financial audit by coordinating all audit activities, preparing audit schedules and supporting documentation, ensuring compliance with generally

accepted auditing standards. Serve as primary liaison to external auditors, managing requests and supporting a timely and accurate audit process.

8. Prepare request for proposal for hiring the audit firm every five years and lead interviews for selecting the firm to perform the annual audits.
9. Responsible for the timely preparation/filing of the necessary state and federal reports and tax filings related to payroll, retirement, financial aid programs, special programs, grants, and bond disclosures. (MPDI, IPEDS).
10. Collaborate with Institutional Research to submit audit statements to state and federal agencies, and to collect data and generate statistical research reports regarding the financial status of the College.
11. Reconcile the monthly Sabbatical Leave fund and prepare monthly transfer.
12. Establish policies/procedures for the accounting department to maintain appropriate internal controls.
13. Prepare and update divisional plan and budget.
14. Oversee preparation of monthly Treasurer's Report for the Board of Trustees and prepare quarterly and monthly financial reports for the MCC Foundation.
15. Perform other duties requested by the Vice President of Finance & Administration.

**Qualifications:**

1. Bachelor's degree in accounting required, master's degree preferred.
2. Minimum of two years' accounting experience required, five years of progressively responsible accounting experience and three years of supervisory experience preferred.
  - a. Experience in higher education is strongly preferred.
3. Experience with financial management systems and data tools.
4. A demonstrated understanding of community college mission and a strong commitment to continuous improvement and service excellence.
5. Strong interpersonal and collaborative skills, with the ability to work effectively with individuals at all levels of the college, including external partners.

**Benefits:**

Comprehensive medical, dental and vision coverage, including a high-deductible health plan. Long-term disability coverage and group term life insurance are also included. Paid vacation and sick leave are provided. Additionally, tuition-free study (some limitations) for self and dependents age 25 and under.

<b>REMUNERATION:</b>	<b>\$70,000 - \$90,000 (Determined by experience)</b>
<b>APPLICATION DEADLINE:</b>	<b>February 15, 2026</b> <b>Applications received by this date will receive preferential consideration. However, the position will remain open, and applications will be reviewed until this role is filled.</b>
<b>START DATE:</b>	<b>ASAP</b>
<b>METHOD OF APPLICATION:</b>	<b>Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a>. Attach your cover letter, detailed resume, transcripts (if applicable), and three reference letters.</b>

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*