



Montcalm Community College

Title: Director of Accounting	Department: Business Office
Employee Group: Administration	Employee Classification (if applicable):
Immediate Supervisor: Senior Vice President & Chief Operating Officer	Supervises: All Business Office Staff
Hours: 40	EX/NE: Exempt

General Description: Direct and participate in the activities of the accounting department including general ledger maintenance, accounts receivable, and accounts payable. This position has primary responsibility for the daily, monthly and yearly compilation, reconciliation and analysis of the college's financial transactions and statements.

Position Duties/Functions:

1. Supervise and evaluate accounting staff.
2. Maintain a complete set of computerized accounting records of income, expenditures, and transfers for the general fund, auxiliary fund, agency fund, debt fund, plant fund, endowments, and other funds.
3. Advise Vice President for Administrative Services regarding cash flow and surplus funds available for investment.
4. Maintain good working relationships with college staff.
5. 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.
6. Prepare monthly journal entries and general ledger closing.
7. Ensure proper review and posting of journal entries.
8. Maintain and reconcile grants with grant administrators and order funds as required.
9. Prepare annual audit workpapers and financial statements.
10. Work closely with external auditors to perform the annual audit.
11. Submit audited financial statements to appropriate state and federal offices.
12. Prepare request for proposal for hiring the audit firm every five years and lead interviews for selecting the firm to perform the annual audits.
13. Prepare quarterly board report and monthly budget to actual report for the MCC Foundation.
14. Prepare state and federal reports (MPDI, IPEDS).
15. Reconcile and prepare the monthly transfer to the Sabbatical Leave fund.
16. Establish policies/procedures for the accounting department to maintain appropriate internal controls.
17. Prepare and update divisional plan and budget.
18. Prepare 1098-T's and transmittal.
19. Oversee and assist of the 1099s, and IRS transmittal.
20. Oversee and assist preparation of monthly Treasurer's Report to the Board of Directors.
21. Perform other duties requested by the Vice President for Administrative Services.

Required Qualifications:

1. Bachelor's degree in accounting required, Master's degree preferred.
2. Minimum of two years accounting experience.
3. Experience with automated management information systems.
4. A thorough understanding of the philosophy of a comprehensive community college and a commitment to the principles of continuous quality improvement.
5. Comfortable working in a highly collaborative environment.
6. Demonstrated ability to deal effectively with people.

Benefits:

Medical, Dental and Vision coverage, high-deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	\$75,000 - \$85,000 (determined by experience)
APPLICATION DEADLINE:	June 15, 2025
START DATE:	Approximately July 1, 2025
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters.

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.