



## NOTICE OF VACANCY

### Director of Accounting

**REPORTS TO:** Vice President of Business Services

### DESCRIPTION OF POSITION

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Director of Accounting will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Director of Accounting is responsible for ensuring accurate and timely posting of all accounting transactions and for maintaining records to support all accounting controls, reports and services, and properly manages college assets.

More specifically, the Director of Accounting is responsible for the following:

### DUTIES AND RESPONSIBILITIES

- Answer phones and take messages as needed;
- Assist and/or prepare and submit Federal Payroll tax deposits;
- Assist with the development of the annual operating budget for the college.
- Code receipts and disbursements; coordinate and perform daily cash counts;
- Ensure accuracy and availability of all student account related account balances for June 30 each year;
- Ensure the final year end student account printout is available and accurate for June 30 each year;
- File accounting documents – general ledger adjustments, receipts, etc.;
- Issue stop payments for accounts payable and payroll checks;
- Maintain accounts and record monthly Faculty Rent transactions and deposits, and process refunds needed;
- Prepare and enter end of year adjustments;
- Prepare and file the monthly Transparency report;
- Prepare and submit 941 Quarterly Reports;
- Prepare and submit monthly Sales Tax reports and payments;
- Prepare and submit outside legal counsel reports yearly;
- Prepare and submit the Public Depositors Report yearly;
- Prepare financial reports for various Federal, State, and external agencies, including the Mississippi Budget Report, SWIB, IPEDS, annual audit, etc.
- Prepare monthly grant reports to include reimbursement requests as assigned;
- Prepare prepaid expense worksheet and enter adjustment yearly;
- Prepare student account aging report and write-offs with Student Accounts Manager;
- Prepare, verify, and control the entering of journal entries and adjustments to all funds;
- Receipt electronic funds transfers;
- Reconcile bank statements for all accounts;

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Reconcile general ledger accounts;
- Reconcile weekly credit card settlement report;
- Utilize Argos to create/modify reports and to create check lists for inventory;
- Utilize Excel to prepare detailed spreadsheets on various funds;
- Work with the Inventory Manager to reconcile inventory to the general ledger;
- Perform any other duty as directed by the Vice President of Business Services.

## **MANDATORY QUALIFICATIONS**

- Applicant must hold the minimum of a Bachelor's Degree in Accounting, five+ years progressive accounting/financial management experience, and demonstrated experience and knowledge in using information technology in accounting applications such as Banner software.
- Applicant will have to exercise considerable initiative, independent judgement, discretion and confidentiality in performing tasks and be highly attentive to detail.
- Applicant should also be familiar with data entry using Oracle, have an extensive working knowledge of Excel, Microsoft Word, and a 10-key calculator, and possess good written and oral communication skills.

## **DESIRABLE QUALIFICATIONS**

- Preference will be given to applicants who hold a Certified Public Accountant (CPA) designation.
- Preference will be given to applicants with related work experience at the post-secondary level and governmental accounting experience.
- Demonstrated experience and knowledge in using information technology in business applications such as Banner software

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Strong interpersonal, writing, and verbal communication skills

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

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## **PHYSICAL DEMANDS (cont.)**

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a Full-Time, 12-Month, Non-Exempt, Non-Teaching Professional (NP) position.

## **SALARY**

**\$60,000.00-\$70,000.00- based on experience**

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE TO APPLY**

**Internal/External – March 31, 2026 at 5:00 P.M.**