

Chief Accountant  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=229161>

Downloaded On: Jan. 20, 2025 3:20am

Posted Jan. 19, 2024, set to expire Jan. 22, 2025

<b>Job Title</b>	Chief Accountant
<b>Department</b>	Central Accounting Office
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Jan. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Chief-Accountant_J0001985">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Chief-Accountant_J0001985</a>

**Apply By Email**

**Job Description**

**Department:**Central Accounting Office

**Salary/Hourly:**\$57,216.43 Annual

**Union/Position Status:**AAECC FT

**Posting Closing Date:**February 19, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

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## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves planning and directing the accounting operations of the Community College; this important professional accounting position has responsibility for maintaining financial accounts and funds in accordance with the established accounting procedures of SUNY and the New York State Department of Education and in compliance with local, state, and federal laws and regulations; the incumbent reports to and acts as a responsible financial assistant to the Comptroller or other financial leadership position member; participates in formulating policies and programs that affect accounting operations of the College; acts as College liaison in accounting matters with other departments, the college's auditors, and outside agencies. Exercises supervision over certain accounting and clerical personnel; performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Plans, assigns, and supervises the work of subordinate accounting and clerical employees in recording college, operating, and grant transactions; maintains and reconciles journals, ledgers, and other records and prepares the periodic financial statements and reports;
- Insures that all accounting procedures are performed in accordance with the Uniform System of Accounts for community colleges; records new financial transactions into the system;
- Assists the Comptroller or other financial leadership position member in coordinating external audits of the college by county, state, and independent auditors, including preparation of a college response to audit recommendations;
- Supervises the standardization of college-wide accounting procedures and all accounting activities performed by the College. Supervises and participates in the preparation of a variety of periodic and special financial reports, including federal, state, and county mandated reports;
- Assists and advises college managers in a broad range of financial matters and counsels them

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- on the fiscal and budgetary implications of specific accounting applications;
- Coordinates computer applications used in the central business functions of the college, including the college's operations software system, Workday, and Microsoft's Office Suite applications;
  - Serves as liaison to the information technology services (ITS) staff;
  - Reviews the college's general ledger accounts and adjusts as necessary in preparation for the college's annual audit, including preparing a trail balance, schedules, the draft financial statements including notes thereof, and all other analysis, schedules, reports, and other required duties for the audit, all done so timely.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Collegiate accounting and auditing; comprehensive knowledge of modern methods of maintaining and checking financial accounts and records; comprehensive knowledge of theory and practices of governmental principles and procedures, bookkeeping; thorough knowledge of business arithmetic and English; good knowledge of legislation governing maintenance of financial records; ability to examine account-keeping procedures and to install revised accounting systems; ability to supervise a group of assistants in the preparation and maintenance of financial records and reports; good working knowledge of and familiarity with GASB and its application to the college; excellent computer skills, including the experience and ability to work with the college's computer operating system, (Workday software knowledge preferred) as well as knowledge of and experience with the Microsoft Office Suite applications.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited, registered four (4) year college or university with a Bachelor's degree in Accounting; or Business Administration including a minimum of twenty-four (24) semester credit hours in Accounting. Three (3) years of experience in a professional accounting position.

**SPECIAL REQUIREMENTS:**

Please attach your cover letter, resume and unofficial transcripts with your application to be



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considered. Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

**Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street



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Williamsville, NY 14221

(716) 851-1844

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**