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Accountant

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Accountant reports directly to the College Controller and is responsible for and assisting with, a wide variety of accounting and financial tasks.

Responsibilities include:

- Providing accounting and financial support including
 - Preparing account reconciliations of Banking and GL accounts
 - Daily verification of debits and credits in Bank Accounts
 - Assistance in Bursar's Office
 - Accounts Receivable
 - Journal and Data entry
 - Month End, Quarter and Year End tasks
 - Budgeting and Forecasting
 - Accounts Payables
- Payroll processing
- Maintaining all Capital project records and assists with capital project correspondence, transactions, and reporting
- Maintaining all College commercial insurance reports and records. Assisting with applications, renewals, and claims.
- Managing bids
- Assisting Senior Accountant/s as needed.
- Maintaining accounting records
- Compiling data
- Providing customer service to students and staff
- Providing support and/or back-up to Administration and Finance operations as assigned by the Controller or Vice President of Administration and Finance.
- Performing other duties as assigned.

Qualifications:

- Associates Degree, preferably in Accounting, and a minimum of 1 year of accounting experience is required.
- Proficient experience with Microsoft Office Word, Excel, PowerPoint.
- Familiarity with basic accounting practices.

To apply:

Although the search will remain open until the position is filled, for full consideration, candidates should submit materials by August 25, 2021 including a letter of application, resume, unofficial transcripts, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary