



FLETCHER TECHNICAL COMMUNITY COLLEGE

Director of Accounting & Business Services

This is a professional position responsible for all aspects of financial activities and business operations for the College. The incumbent must function in accordance with the philosophy, mission, and cultural values of the College.

- Responsible for the maintenance of the College's accounting records and system to ensure conformity with generally accepted accounting practices and federal, state and management rules and regulations. Accountable for ensuring that internal controls (policies and procedures) are in place to provide reasonable assurance that the College's assets are protected.
- Responsible for the College's business services and operations to include budget preparation and control, accounts payable, accounts receivable, purchasing, travel, and property control.
- Recommend financial practices and procedures to more effectively and efficiently operate the College.
- Oversee and manage the College's Business Office.
- Responsible for the preparation of the annual fiscal report, quarterly reports, and other reports as requested. Coordinates work relating to audits in the review of financial records and responsible for the implementation of agree upon recommendations resulting from audit findings.
- Responsible for the compilation of the annual College budget request.
- Coordinate the collection, safekeeping, deposit and accounting of funds accruing to the College from all sources. Responsible for reconciling all funds received in the student registration system to the College's accounting system.
- Direct student and third-party billing and collection. Analyze and review all account receivables and develop collection procedures. Reconcile student accounts receivable records to the accounting records. Recommend the write-off of uncollectible receivables.
- Direct the timely disbursement of student financial aid awards in compliance with federal regulations and for monitoring the distribution of all student financial aid checks.
- Responsible for posting and reconciling the accounting records for each financial transaction incurred on behalf of the College.
- Responsible for preparing and distributing monthly departmental and grant financial reports. Analyze reports and report any issues or concerns to management.
- Advise staff of purchasing procedures and review purchase requests to insure that adequate funds are available for payment.
- Responsible for reconciling accounting records to payroll records. Responsible for coordinating the reporting and forwarding of monies due to other organizations on behalf of employees.
- Attend, participate and assist in the coordination of College functions.
- Perform other related duties as directed by management.

Qualifications: Bachelor's degree in Accounting or Business with 4 years professional level accounting experience.

Preferred Qualifications: CPA. Experience in higher education accounting. Knowledge of student financial administration and/or Banner financials experience.

Reports To: Vice Chancellor for Finance & Administration

[About Us](#) (Click here to learn about Fletcher)

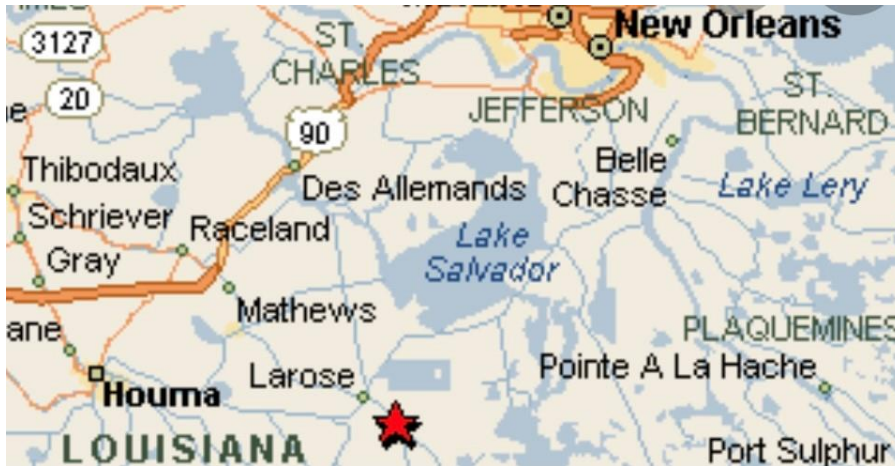
The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

Title IX Coordinator:

(985)448-5904
1407 Highway 311
Schriever, LA 70395

Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.



Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.