



Position Vacancy Notice
Accountant
Controller's Office
Posting date: 12/07/2020

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Department/Division Introduction Finance; Controller's Office

The Controller's Office is currently searching for a full-time Accountant with a background in Higher Education grants. Reporting to the Assistant Controller, the Accountant will be responsible for performing routine to complex accounting activities for asset, liability, and capital accounts by compiling and analyzing account information, maintaining necessary support documents to support financial transactions in accordance with GAAP, reconciling financial discrepancies by collecting and analyzing pertinent account information. The Accountant is expected to have knowledge of pertinent local, state, and federal regulations and reporting requirements and established general accounting policies and procedures. Perform other related duties as delegated or assigned.

Required/Minimum Qualifications

- Bachelor's degree in Accounting, plus at least five years' accounting experience, with at least three years in government and private grant accounting for higher education institutions. Must have the ability to use

electronic spreadsheet applications and interact with the College's ERP systems. Knowledge of federal and state grant regulations a must (i.e., A-133, A-122).

- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Preferred Qualifications

Proficiency with various computer software programs, and the use of Ellucian- Colleague or similar higher education platform.

Closing Date of Applications Open until Filled

Review of applications to begin ASAP

Applications For full consideration please send a resume, cover letter, salary expectations, and a list of three professional references to Sharon Wilson-Harriott at swilson-harriott@hccc.edu

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC is an equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans, and minorities are encouraged to apply.

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