



HUDSON COUNTY COMMUNITY COLLEGE

VACANCY NOTIFICATION

Posting Date: May 11, 2018

Accountant (Controller's Office)

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for a full-time Accountant with a background in 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: Bachelor's degree in Accounting, plus at least four years' experience in 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)

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

TO APPLY: Send letter of application, résumé, salary requirements and names/contact information of three professional references.

Via USPS: Hudson County Community College
Department of Human Resources
70 Sip Avenue – Third Floor
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509

Additional information and employment opportunities at Hudson County Community College may be obtained at www.njherc.org, www.higheredjobs.com, and www.latinosinhighered.com

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 EEO/AA EMPLOYER