



HUDSON COUNTY COMMUNITY COLLEGE

VACANCY NOTIFICATION

Posting Date: January 7, 2020

Senior 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 New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a full-time Senior Accountant with a background in grants and capital projects. Reporting to the Assistant Controller, the Senior Accountant will be responsible for performing routine to complex accounting activities for grants, revenue, 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 Senior Accountant is expected to have knowledge of pertinent local, state and county 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 five years' experience in accounting for higher education institutions or non-profit. Must have the ability to use electronic spreadsheet applications and interact with the College's ERP systems. Knowledge of federal, state and county grant regulations is 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. A MBA major and/or progress toward a CPA certification is a plus

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: swilson-harriott@hccc.edu

Via Fax: 201-656-8961

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

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