



# FORT PECK

---

## COMMUNITY COLLEGE

<b>Job Title:</b>	Fund Accountant/Grant Manager	<b>Position Type:</b>	Full Time - Permanent
<b>Location:</b>	Greet The Dawn - Business Office	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

### Job Description

#### Job Purpose:

#### Duties:

- Experience in Fund Accounting
- Operating knowledge of Jenzabar/accounting software
- Three years grants management experience in a college or university
- Excellent ability to perform all accounting functions
- Good time-management skills
- Must be able to work with variety of individuals
- Excellent knowledge of budgetary preparation and management
- Working knowledge of all standard accounting operating procedures and principles
- Other duties as assigned.

#### Skills/Qualifications:

- Interpersonal and human relations skills
- Written and verbal communication skills
- Planning/organizational skills
- Ability to maintain confidentiality

#### Educational Qualifications:

- Bachelor's Degree in Accounting or Finance.

#### Salary:

- Negotiable, Based on Experience

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~