



FORT PECK

COMMUNITY COLLEGE

Job Title:	Fund Accountant/Grant Manager	Position Type:	Full Time - Permanent
Location:	Greet The Dawn - Business Office	Date Closing:	10/31/18
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

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~