

## **Fiscal Support Supervisor**

**Position Summary:** The Fiscal Support Supervisor is responsible for supervising the activities of fiscal support personnel within an assigned department or program. This position is governed by Generally Accepted Accounting Principles, state and federal laws, and College policy.

### **Essential Functions:**

- Researches and analyzes data, develops or revise processes or policies based on research, and submits prepared report findings to supervisor
- Develops and maintains databases, spreadsheets and other fiscal reporting mechanisms, reviews and audits fiscal information for accuracy and quality assurance
- Provides technical assistance to others working within various databases and systems, including the state accounting system and general ledger, and assists in reconciling problems
- Posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically
- Performs various accounting duties and assists with budgets and fiscal monthly and year end closing
- Produces monthly production reports, statistical reports, or other regularly scheduled reports
- Responsible for proper and timely entry of time records, payroll related documents, purchase orders, personnel action forms, budget documents, labor distribution reports, or any other procedural forms required by other departments or divisions
- Serves as a lead worker, providing training and guidance to fellow employees and establishing work plans, timeframes and/or deadlines, training, assigning and reviewing work, and evaluating performance.
- Performs other duties as assigned

**Minimum Qualifications:** Bachelor's degree in Business Administration, Accounting, or other related field; experience in using automated accounting systems; proficient user of Microsoft Office; ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and work both independently and in a team environment; professional oral and written communication skills; must be able to interact and communicate effectively with individuals at all levels of the organization with tact and diplomacy, and with a high level of cultural sensitivity; strong attention to detail; excellent customer service skills; ability to identify and resolve problems in a timely manner; must exhibit sound and accurate judgment; must demonstrate accuracy and thoroughness; good planning and organizational skills; and professional appearance and manner. At least four years related experience required.

### **Additional Requirements:**

- Knowledge of accounting principles and database management; knowledge of software applications; knowledge of applicable laws, regulations, and policies of accounts payable
- Knowledge of customer service techniques; ability to comprehend and assimilate technical and business related documents; ability to apply policies and procedures and other applicable regulations associated with accounts payable section of Controller's Office; and ability to conduct research, perform quantitative quality assurance reviews, and prepare reports.

- Experience with accounting and financial management for technical and vocational educational programs, as well as governmental grant programs, is preferred.

**Subject to a background check.**

**Salary: \$36,000 - \$40,000 DOE**

**APPLICATION PROCESS:** Complete and submit an online application and résumé with name, address and telephone number(s) of three professional references to:

Human Resources Department  
East Arkansas Community College  
1700 Newcastle Road  
Forrest City, AR 72335

**DEADLINE FOR APPLICATIONS:** Review of applications will begin immediately and continue until position is filled.

**“EACC is an Equal Opportunity/Affirmative Action Employer; and full participation by women and minority Groups is encouraged.”**