



**COMMUNITY COLLEGE  
OF RHODE ISLAND**

**Office of Human Resources**

**VACANCY NOTICE**

**POSITION:** Chief Accountant

**LOCATION:** Bookstore; Primarily the Warwick Campus

**REPORTS TO:** Director of Bookstores

**GRADE & SALARY:** CCRIPSA 13; Salary range \$46,275 - \$53,000  
Hiring salary commensurate with education and experience

**WORK SCHEDULE:** Non-Standard; 35 hours per week

**SUPERVISES:** Support Staff

**JOB SUMMARY:** Responsible for the accurate financial accounting and related processes of the Bookstores and all related financial functions including the MBS and banner systems at the Community College of Rhode Island. Prepare various financial reports for the College, the Board of Governors, internal and external auditors, and others both internal and external to the College. Participate in the development, implementation and documentation of financial policies, systems, procedures and controls within the Bookstore. Primary responsibility for the year-end financial audit.

**DUTIES AND RESPONSIBILITIES:**

- Supervise and monitor the performance of personnel assigned, train & assign work as needed.
- Perform or supervise all the daily, monthly and annual accounting activity of the bookstores ensuring timely update and accuracy of both the MBS and banner systems. Coordinate bank reconciliations with controller's staff.
- Plan, coordinate, and prepare year-end physical inventory counts, financial statements, balance sheet reconciliations, and schedules for year-end audit & coordinate with Controller
- Assist management in the analysis of cash flows, sales trends, book to physical inventory variances, and profit margins by retail class.
- Ensure the accuracy of all data that is input into and extracted from the Financial Records/Accounts Payable/ Student Financial Aid feeds/Retail Merchandise/Sales systems (Banner Finance, Banner Student, MBS POS, MBS Merchandising, and MBS Text Aide).

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

**DUTIES AND RESPONSIBILITIES (continued):**

- Develop, implement, and maintain all aspects of a retail merchandising system using an IBM i-series including backups, database/software upgrades, file transfers and posting processes.
- Coordinate the trouble shooting and repairing of all hardware and software problems such as broken modems, power outages, website/credit card issues with MBS help desk as well as with the credit card and banking firms. Test banner system financial and student issues as needed.
- Participate on the Banner Financial and Student Teams as required.
- Develop, implement, and oversee internal controls and procedures to protect all assets including cash and inventory.
- Coordinate monthly cash reconciliations with accounting personnel and communicate cash variances with director and bookstore staff; process to be done daily during school rush.
- Ensure the proper functioning of the purchasing, receiving, and accounts payable system for the bookstores.
- Oversee the proper functioning of the bookstore accounts receivable billing cycle, including establishing student accounts, credit limits and charge restrictions. As well as compiling invoices and monitoring accounts receivables aging and collection practices.
- Find equitable solutions for students having problems purchasing, paying, returning, or selling back books. Assist in customer service such as students receiving scholarship aid, process department charges and other customer service as needed.
- Place and remove flags on student accounts for NSF's or financial aid short payments.
- Prepare monthly sales tax returns, collect W-9 information, provide 1099 information, and aide in any tax compliance issues related to the bookstores.
- Keep operational manual current as applicable to all financial matters within the store.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, servers, computerized accounting systems and software, calculators, and telephone.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

- A Bachelor's degree in Accounting required.
- A minimum of five years experience working for an organization with a complex, integrated, automated financial management information system and proven ability to prepare and adjust trial balances and complex financial and audit statements required.
- Demonstrated financial reporting experience gained through working in a public accounting firm, retail environment, or a non-profit company required.
- Familiarity with FASB/GASB accounting principles preferred.
- Significant accounting experience in a similar retail environment preferred.
- Minimum of three years experience in supervising full time staff required.
- Advanced working knowledge of Microsoft Excel required.
- Must possess strong interpersonal and customer service skills as well as be able to communicate effectively both orally and in written form.
- Must be able to work independently and have strong organizational and analytical skills.
- Must be able to work accurately and efficiently in a deadline and detailed-oriented environment and be available to work long hours during semester rushes, buybacks and year end.

**APPLICATION PERIOD:     JANUARY 20, 2012 – FEBRUARY 9, 2012**

*(This date includes a five-day grace period. Applications will not be accepted after this date).*

**HOW TO APPLY:**

To apply for this position complete our online application at <https://jobs.ccri.edu> and attach a cover letter, resume and contact information of three references at the end of the application. Official college transcript(s) will be required from finalists.

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

***CCRI is an Equal Opportunity / Diversity Employer.***

*Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.*

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.*