VACANCY NOTIFICATION
Posting Date: March 18, 2015

REVISED
Accountant (Controller’s Office)
(Grant funded position)

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 the 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 Accountant (Grant funded position). Reporting to the Controller, the Accountant will be responsible for fixed asset accounting and reporting, reconciling capital projects accounts, capital disbursements and reimbursement requests. Additional duties include control of unclaimed checks, federal and state tax reporting and distributing reports to users and work with external auditors on year-end financial closings. Perform other related duties as delegated or assigned.

Bachelor's degree in Accounting is required, plus two years’ experience in accounting, preferably in a higher education setting. Must have familiarity with preparing spreadsheets and proficiency with Datatel or similar CRM applications. Knowledge of federal and state payroll tax filings and bank reconciliations is required. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required.

To Apply: Send letter of application, résumé, salary requirements and names/contact information of three professional references.

Department of Human Resources
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Jersey City, NJ 07306
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Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit: www.njherc.org, www.higheredjobs.com and www.latinosinhigered.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.