



WALLACE STATE HANCEVILLE

Vacancy Announcement

9/30/09

POSITION: Accounting Clerk/ Accounts Payable

REPORTS TO: Business Manager

MINIMUM QUALIFICATIONS:

- Associates' degree from a regionally accredited institution in accounting or related field with six hours in accounting is required
- Three years accounting work experience in accounts payable and purchasing,
- Two years of Non-Profit fund accounting experience preferred
- Must have knowledge of standard accounts payable policies, procedures, regulations, general accounting principles, mathematics, and the ability to analyze and solve problems
- Must have the ability to understand and interpret purchase order and other written procedures
- Effective oral, written and interpersonal skills
- Proficient in Microsoft Word, Excel, and administrative computing systems

RESPONSIBILITIES:

- Obtain information for completion of purchase orders, including verification of prices, conditions of sale, and signatures
- Assign purchase order number and vendor codes
- Create vendor codes for data entry
- Review and process purchase order requests daily in accordance with State Board policy, state laws and federal laws, including the bid law
- Encumber funds, print purchase orders, and distribute to appropriate departments
- Forward approved purchase orders and mail disclosure statements when required
- Provide information to accounts payable, including source documents
- Serve as a backup for cashier when needed
- Cover Switchboard when needed
- Perform other duties and responsibilities as may be assigned by the Business Manager and President

WORK HOURS: As assigned

SALARY: Appropriate placement on State Salary Schedule E4 (\$23,568 - \$41,434) of the Alabama Department of Postsecondary Education Salary Schedule.

ANTICIPATED START DATE: As negotiated.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date letters of recommendation and (3) professional references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required

minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

RETURN PACKETS TO:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8295**

DEADLINE DATE: The deadline for receipt of all application materials is 3:00 p.m., October 23, 2009.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a skills test. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. **The School reserves the right to withdraw this job announcement at any time prior to the awarding.**