



## VACANCY ANNOUNCEMENT

**Position Title: Accounts Payable and Fiscal Coordinator**

**Position #: 400570**

**Position Status: Full-Time**

**Reports To: Controller**

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for the Account Payable data entry and the weekly check run process.
2. Verify all vendors in the STARS and PERA websites and complete monthly reports.
3. Complete the quarterly 1099 FARWHLY report.
4. Manage the Imprest check process.
5. Submit monthly odometer readings for state fleet vehicles.
6. Create invoices for various billings in QuickBooks.
7. Reconcile payments and past due invoices in QuickBooks.
8. Responsible for conducting yearly PCard and Travel Card training sessions for all card holders.
9. Serves as PCard and Travel Card Administrator.
10. Serves as internal auditor for all PCard and Travel card transactions for the college.
11. Reconcile Pcard and Travel Card accounts monthly.
12. Assist the Controller with completion of data requests from college staff and or the system office.
13. Prepare monthly cash and credit card reports.
14. Process IRS TIN match for all new vendors.
15. Serve as back up for data input on all journal entries in banner.
16. Serve as back up for yearly inventory count.
17. Serve as back up for purchase order entry.
18. Serve as back up for student refund processing.
19. Serve as back up for the USPS mail delivery process.
20. Assists the Controller with special projects, and in developing and implementing new policies and procedures.
21. Monitor recommendations for improving internal control based on System recommendations.
22. Other duties as assigned.

*See Human Resources for a complete job description.*

### **Minimum Qualifications:**

- Associate's degree
- Employee must be computer literate, proficient in keying data
- Have a keen eye for detail

**Preferred Qualifications:**

- Bachelor's degree
- Two years of experience in fiscal operations, bookkeeping or computer data input
- Account payable experience, auditing experience
- Experience with Banner, Excel Quickbooks
- Strong troubleshooting skills
- Strong interpersonal skills
- Self-motivated and initiative-oriented
- Experience working with culturally diverse populations
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**SALARY:**

\$32,000 - \$38,000 with excellent benefit package including retirement, health, vision, dental and life insurance  
12 month professional-technical position

**APPLICATION INSTRUCTIONS****For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and/or M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

March 11, 2020

**POSTION START DATE:**

As soon as possible

**Submit Application Packet To:**

Otero Junior College  
Attn: Carol Noll  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

**Or Email To: [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu)****Inquiries May Be Directed To:**

Carol Noll  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

**Notice of Non-Discrimination**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu), or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO JUNIOR COLLEGE:**

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management
- Agricultural Production Management
- Applied Business Technology
- Artificial Insemination
- Automotive Technology
- Cosmetology
- Crop Production
- Early Childhood Education
- Emergency Medical Service
- Health Navigator Community Health Worker
- Law Enforcement
- Livestock Production
- Mechanical Graphics and Design
- Medical Office Clerk
- Nursing Assistant
- Pesticide Application
- Phlebotomy
- Practical Nursing
- Real Estate
- Water Quality Management Technology

To learn more about Otero Junior College, visit the college's website at [www.ojc.edu](http://www.ojc.edu).

## **OJC MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.