



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

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EMPLOYMENT OPPORTUNITY

Title: Staff Accountant
Campus: Uvalde

Job ID: 222304710101
Closing Date: Until Filled

Job Duties: Primarily responsible for monthly grant reporting, balance subsidiary to general ledger accounts. Complete special assignments during the annual audit. Maintain any receivable balance: third party, sponsor billings, miscellaneous and revenue/expense analysis. Assist students/staff/faculty with any inquires. Perform all other functions as assigned by immediate supervisor for efficient operation. Work rules, code of conduct and other policies are part of the essential functions of the job. Ability to communicate effectively with students, college personnel and the general public.

Salary: Professional Schedule Group II, 12-month position

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's Degree in Accounting preferred.

Experience & Training: Two years of Accounting or equivalent experience in related area preferred. Microsoft Office, working knowledge of Colleague software helpful. Excellent written and verbal communication skills. Security-sensitive position.

Additional Qualification Requirements: Ability to manage high volume of work necessary. Flexibility with ability to work as a team member. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse population. Candidate must be authorized to work in the U.S and must provide verifiable credentials; successful completion of the physical specified for the position. Must have a valid driver's license and be insurable through SWTJC insurers.

SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.
An Affirmative Action/Equal Opportunity Institution