



**Title:** Staff Accountant (2 positions)  
**Department:** Administrative Services

**RESPONSIBILITIES:**

The staff accountant will work under the general supervision of the Controller, Assistant Controller, and Grant Compliance Officer and Accountant with general accounting functions including the preparation of reconciliations, period closes, projections, reports, general ledger research and analysis, and accounting for financial aid and other grants. The Staff Accountant will need to know and apply accounting theory and principles, recommend accounting policy and procedural changes, and ensure observance of professional standards and state rules including Generally Accepted Accounting Principles, Governmental Accounting Standards, Higher Education Accounting Standards, State Fiscal Rules, CCCS and College procedures, and financial aid and other grant rules, regulations, and guidance. Performs monthly, quarterly, and year end closing procedures. Researches and prepares schedules and other items for use by internal or external auditors. Acts as a liaison between Administrative Services and college departments to provide information in a timely manner, respond to various inquiries, and provide training when necessary.

**MINIMUM QUALIFICATIONS:** Any equivalent combination of education, experience, knowledge, skills, and abilities.

Education: Bachelor degree in Accounting and/or Finance preferred, but may substitute experience for bachelor degree year for year.

Experience: Three (3) years or more of operating experience in accounting.

Knowledge/Skills/Abilities:

- Knowledge of Accounting Principles Generally Accepted in the United States of America (GAAP).
- Effective computer skills, especially in the use of Excel spreadsheets.
- Strong communication, analytical, organizational, and people skills.

**PREFERRED QUALIFICATIONS:**

Education: Bachelor degree in Accounting and/or Finance.

Experience:

- Accounting or other experience related to financial aid and other grants.
- Experience with higher education or governmental financial reporting (GASB).
- Experience working with cross-functional teams.

Knowledge/Skills/Abilities:

- Working knowledge or familiarity with Banner and/or COFRS.
- Demonstrated ability in problem solving, multitasking and time management.

Equipment Used: Personal Computer, Standard office machines.

**SALARY:** \$45,000 - \$50,000

**OPEN DATE:** November 5, 2009

**CLOSING DATE:** November 20, 2009

**APPLICATION PROCEDURES:** Interested applicants must submit a complete application package which includes: (a) a cover letter; (b) a CCD application; (c) a current resume; (d) names, phone numbers, addresses, and email addresses of three professional references; (e) copies of transcripts, and (f) copies of appropriate credentials. Please fax to 303-352-3029 or send the application to:

Chair of Staff Accountant Selection  
Committee  
Community College of Denver  
Human Resources Department  
Campus Box 240 • P.O. Box 173363  
Denver, CO 80217-3363

To obtain an application, go to the HR  
website [www.ccd.edu/hr](http://www.ccd.edu/hr)

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*The Community College of Denver is an Equal Employment Opportunity Educational Employer. Background checks will be conducted on all finalists for employment consideration.*

*CCD recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, sex, age, disability, national origin and sexual orientation.*