



NOTICE OF VACANCY

Senior Staff Accountant

REPORTS TO: Executive Vice President/Provost

DESCRIPTION OF POSITION

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Senior Staff Accountant will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Senior Staff Accountant is responsible for verifying and ensuring the accuracy of all accounting documentation and processing of Business Services.

More specifically, the Senior Staff Accountant is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist in daily cash count;
- Assist in preparation of biweekly and work-study payrolls, if needed;
- Assist with required College reporting;
- Assist with Title IV drawdowns;
- Code receipts and disbursements;
- Coordinate daily and monthly closing of financial accounts to ensure timely reporting;
- Edit and post to general ledger and reconcile general ledger accounts;
- Ensure that all budgets, budget amendments, and audit reports are uploaded for transparency;
- File and maintain journal entries and receipts;
- Gather and maintain year end documentation & reports to ensure accuracy for financial statements & audit;
- Issue stop payments for accounts payable and payroll checks;
- Maintain due to/due from accounts;
- Modify and print requested reports using Argos;
- Performing any other duty as directed by the Comptroller of Business Services.
- Prepare and upload the vendor transparency file by the 15th of every month;
- Prepare monthly and quarterly grant reports;
- Prepare, verify, and control the entering of journal entries and adjustments to all funds;
- Reconcile bank statements;
- Review, maintain and update non-student accounts receivable and supporting documentation;
- Enter all Local, State and Federal grants in Banner with approved budgets and monitor monthly.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- Bachelor's degree in Accounting from an accredited institution.
- Four years work experience in an office environment.
- Must be dedicated to and appreciate the concept of the community/junior college.

DESIRABLE QUALIFICATIONS

- Governmental accounting experience preferred.
- A working knowledge of Oracle is preferred.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Familiar with data entry using the Banner
- Have a working knowledge of Excel, Microsoft Word, and 10-key calculator
- Possess good written and oral communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-Month, Exempt, Non-Teaching Professional position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website,
<https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE TO APPLY

Internal/External – October 7, 2026 at 5:00 P.M.