

POSITION ANNOUNCEMENT

POA#: 1226

POSITION INFORMATION

Position Title	Business Office Accountant – Position I
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, July 14, 2025

FOR ADDITIONAL INFORMATION

Contact	Tyler Yates
Contact Title	Vice President of Business Operations
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6331
Email	tyates@ecccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

1. Bachelors of Accounting and
2. 4 Years of Accounting Experience

Preferred Qualifications

1. Masters of Business Administration or related field; and
2. Five Years of Accounting Experience in Higher Education.

General Statement of the Function

The accountant reports to the Vice President for Business Operations, is responsible for cash collection and control, and serves as the Assistant Business Office Manager.

Duties and Responsibilities

1. Ensures proper receipting and timely deposit of East Central Community College cash collections and coordinates and ensure proper entry of all receipts posting to subsidiary and general ledger accounts;
2. Assists the Vice President for Business Operations to explain total fees due, total credits available, and balance payable by students upon registration, and makes arrangements for late payments when necessary per Vice President of Business Operations;
3. Balances student accounts receivable subsidiary ledgers;
4. Ensures proper posting of charges and payments and directs collection efforts of delinquent accounts;
5. Handles NDSL accounting and related U. S. Department of Education reports;
6. Coordinates and directs control of fixed assets and inventory with the responsible department;
7. Assists in processing Pell Grant and Student Financial Aid payments to include accounting; reconciling, and Business Office reporting;
8. Makes journal entries, helps balance and verifies accuracy of accounts;
9. Develops summary of account transactions as required;
10. Reconciles Main bank account before the twenty-fifty (25) of each month;
11. Coordinates Vice President for Business Operations functions in the absence of the Vice President for Business Operations;
12. Prepares monthly financial reports;
13. Works with external auditors to coordinate completion of annual independent audit of College's financial statements;
14. Ensures proper reporting of payroll activities to include federal and state reporting;
15. Coordinates administrative software activities as relates to Business Office activities;
16. Provides internal auditing of accounts and records on a rotating basis as assigned; and
17. Performs other duties as assigned by the Vice President for Business Operations.

APPLICATION DETAILS

Application Deadline	Open Until Filled
Internal Applications	Open Until Filled
External Applications	Open Until Filled
Interviews Completed By	To Be Determined
Successful Candidate Notified By	To Be Determined

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

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