



P.O. Box 398
Kenansville, NC 28349

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www.jamessprunt.edu

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT EFFECTIVE: Immediately

POSITION: Senior Accountant - Foundation

PROJECTED DATE OF EMPLOYMENT: March 15, 2010

JOB DUTIES: Prepare James Sprunt Community College (JSCC) Foundation financials and all related reports. Execute the accounting activities for all JSCC Foundation funds to include the compilation, analysis, summarization and reporting of financial data. Assist with the planning, development, implementation, coordination and monitoring of JSCC Foundation accounting activities, policies and procedures. This position reports to the Vice President of College Advancement.

QUALIFICATIONS: **Required:** Bachelor's degree in Accounting or closely related field and some skills in computerized accounting or Associate's degree in Accounting or closely related field and extensive skills in computerized accounting and preparation of financial statements. Considerable experience in the field of accounting required. **Preferred:** Some experience in nonprofit business fund accounting. Bilingual. Career Readiness Certificate (CRC).

TERM OF EMPLOYMENT: Full-Time/Annual

SALARY RANGE: Based on the James Sprunt Community College Salary Plan, Level 13

APPLICATION INSTRUCTIONS: Must have a completed James Sprunt Community College Application and unofficial transcripts of educational record on file in the Human Resources Office prior to the Application Deadline. For application forms call or write Human Resources, James Sprunt Community College, Post Office Box 398, Kenansville, NC 28349-0398. Phone: (910) 296-2410 or download the application at www.jamessprunt.edu.

**APPLICANTS SEEKING VETERAN'S PREFERENCE SHOULD SUBMIT EITHER
FORM DD-214 OR DISCHARGE ORDERS.**

APPLICATION DEADLINE: NOON, February 15, 2010

James Sprunt Community College is an equal opportunity educational institution and employer. The college does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation consistent with those laws which affect the institution. If you believe you have been discriminated against, please feel free to contact: Director of Human Resources & Campus Safety, *Kristy D. Brinson*, 133 James Sprunt Drive, P.O. Box 398, Kenansville, N.C. 28349, (910) 296-1429, kbrinson@jamessprunt.edu.