

JOB SEARCH OPENED:
APPLICATION DEADLINE:
POSITION TYPE:

May 2, 2012
Open until filled; first review May 17, 2012
OPEN TO THE PUBLIC



Grants & Reporting Accountant

Coastal Bend College is accepting applications for a full-time Grants & Reporting Accountant.

Location: Beeville Campus

Salary: \$24,293 Annually

Begins: ASAP

Requirements: Associate's degree in accounting and (1-2) one to two years of experience in an accounting or bookkeeping capacity. Familiarity with accounting or bookkeeping principles; Knowledge of generally accepted accounting and procedures affecting the maintenance of accounting records and automated accounting systems; Skill in the use of a personal computer and related office equipment; Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records. Experience and education may be substituted for one another.

Application deadline: Open until filled; first review May 17, 2012

In order to be considered for this position, your application packet must include the following:

- 1. A CBC Classified Application for employment, completed in its entirety http://www.coastalbend.edu/Employment_Opportunities/**
- 2. Resume with cover letter (optional)**
- 3. Copies of all required licenses, if applicable**
- 4. Copies of transcripts from all institutions attended**