



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: [Accountant–Federal TRiO Programs](#)

Position Summary: Experience in using the computer spreadsheets, Excel, Microsoft Office, reconciles all unit accounts with the Federal TRiO Programs to determine an accurate account cash flow; processes all weekly disbursements and end of the month reports; set up financial spreadsheets; projects budget expenditures over a five-year period; ensures that funds are allocated appropriately based on various grants; develops and maintains a reasonable understanding of the policies and/or operating procedures to ensure that all programs are in compliance; pre-approves all necessary forms required for monetary request such as purchase orders, check requisitions, payroll, travel advances, student stipends, consultant fees, and all other routine bills in a time mannerly. Under the direct supervision of the Project Director; the Accountant provides an analysis of current expenditures and projected expenses for each account; demonstrates knowledge of program requirements for grants and contracts to assist in the development of yearly budgetary expenditures and cost projections. All expenditures will be submitted to the Project Director for approval. Attends staff meetings and participates in staff development.

Experience/Qualifications: A minimum of a 4 Year Degree in Accounting or a related field. Three (3) years prior experience performing the above duties and responsibilities.

Date of Position Opening: **June 9, 2021**

Application Deadline: **Until filled**

Salary: Negotiable

Email Documents to: TougalooCareers@tougaloo.edu
Please include the position you're applying for in the "Subject line of your email."

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER