

VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI 38635

Applications are invited for consideration for appointment to the following position:

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| TITLE: Senior Analyst for Business and Finance | |
| DEPARTMENT: Fiscal Affairs | DATE TO BE FILLED: Immediately |
| RANK OR POSITION AND SALARY RANGE: \$40,000.00 - \$45,000.00 | |
| BRIEF DESCRIPTION OF RESPONSIBILITIES: The applicant will perform professional accounting work in the analysis of financial transactions. The applicant will research and analyze information to resolve financial issues. Also, the applicant will be responsible for general accounting, accounts receivable, accounts payable, Federal and State grant accounting, property and investments along with associated internal controls. Applicant will be responsible for the preparation of financial and statistical statements/ reports. Additionally, the applicant will recommend changes in financial policies and procedures and provide new or updated manuals to reflect accurate information. The Senior Analyst for Business and Finance works under the direction of the Vice President for Finance. | |
| QUALIFICATIONS: Applicant must have a master's degree in accounting or related field. MBA or equivalent in years of finance experience in higher education will be considered. Preference will be given to applicant with CPA and/or experience in nonprofit and fund accounting. Familiarity with SFAS 116 and 117 and relevant audit guides and AICPA Nonprofit Organization Standards is desirable. | |
| SPECIAL INFORMATION: The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States. | |
| Persons interested in the above position should submit a letter of interest and resume to: Ms. Patricia Pegues, Personnel Coordinator Rust College 150 Rust Avenue Holly Springs, MS 38635 Telephone: (662) 252-8000 ext. 4010 (Personnel Office) Fax: (662) 252-8863 E-Mail: ppegues@rustcollege.edu | |
| CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found | POSTING DATE: July 1, 2011 |

Rust College is an equal opportunity/affirmative action employer