

Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

<b>Job Title:</b>	Fund Accountant/Grant Manager	<b>Position Type:</b>	Full Time - Permanent
<b>Location:</b>	Greet The Dawn - Business Office	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b>  (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

#### Job Description

##### Job Purpose:

##### Duties:

- Experience in Fund Accounting
- Operating knowledge of Jenzabar/accounting software
- Three years grants management experience in a college or university
- Excellent ability to perform all accounting functions
- Good time-management skills
- Must be able to work with variety of individuals
- Excellent knowledge of budgetary preparation and management
- Working knowledge of all standard accounting operating procedures and principles
- Other duties as assigned.

##### Skills/Qualifications:

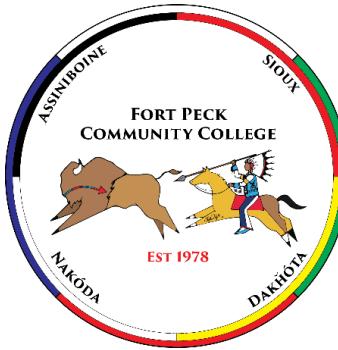
- Interpersonal and human relations skills
- Written and verbal communication skills
- Planning/organizational skills
- Ability to maintain confidentiality

##### Educational Qualifications:

- Bachelor's Degree in Accounting or Finance.

##### Salary:

- Negotiable, Based on Experience



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### **Non-Discrimination Notice**

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6371  
ehopkins@fpcc.edu

Craig Smith, President  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6310  
csmith@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~**