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**SNOW  
COLLEGE**

OPEN POSITION:

**Auxiliary Accountant & Plant  
Accountant**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is

committed to the success and positive experience of every one of these students.

## Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

*Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.*

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.

## The Job



**Description:**

The Associate Vice President of Finance (AVP-F) supports the Vice President of Finance and Administrative Services in all aspects of the college's budget, procurement, accounting, treasury / investment / banking, student accounts billing and collections, financial reporting, audit, and financial internal control functions. This position creates, approves, and/or implements financial policies and procedures to comply with federal and state laws, regulations, policies and practices and to ensure effective internal controls. The AVP-F must exhibit high personal integrity and sound professional ethics as a manager of three different departments (Budget, Business Office, and Procurement). The AVP-F works closely with the Vice President of Finance and Administrative Services for development and implementation of strategic long-term planning/ visioning and short-term goals and objectives for college financial services.

**Auxiliary & Plant Accountant Qualifications:**

- Position Requirements:
  - Bachelor's degree in Accounting, Business, or related field.
  - Strong GAAP knowledge
  - Proficiency with Excel, Word, Outlook, and accounting systems – Banner preferred
  - Analytical, well-organized, detail oriented, accurate, and able to work independently with minimal supervision and consistently meet all deadlines
  - Strong written and oral communication skills
  - Ability to be flexible in support of department objectives and contribute to a team environment
  - Ability to establish and maintain positive and effective working relationships with College employees, students, and the general public

**Major Responsibilities/Duties of Auxiliary Accountant**

- Major Duties and Responsibilities:
  - Review Auxiliary Revenues, act as a financial liaison for Auxiliary Directors.
  - Invoice departments as needed.
  - Reconcile accounts receivable items related to auxiliary income.
  - Assist with the preparation and submission of various reports and other information to various agencies and governing bodies.
  - Assist with developing and maintaining a system of general ledger accounting to facilitate reporting.
  - Assist with preparation of year-end financial reports including footnotes and audit schedules.
  - Assist with the development of policies, procedures, and process maps.
  - Other duties as assigned.

**Major Responsibilities/Duties of Plant Accountant**

- Major Duties and Responsibilities:
  - Review fixed asset purchases, process fixed asset related transactions, perform various fix asset related analyses
  - Perform depreciation calculations, capitalize fixed asset costs and properly dispose of asset retirements.
  - Perform regular physical inventory counts of fixed assets.
  - Reconcile fixed asset accounts and schedules.
  - Assist with the preparation and submission of various reports and other information to various agencies and governing bodies.
  - Assist with developing and maintaining a system of general ledger accounting to facilitate reporting.

- Assist with preparation of year-end financial reports including footnotes and audit schedules.
- Assist with the development of policies, procedures, and process maps.
- Other duties as assigned.

**Additional Information for Auxiliary and Plant Accountant**

Preference Given to:

- Master's degree in accounting, business administration, or related field.
- Two to five years of related experience – higher education preferred
- Payroll processing experience
- GASB proficient

**Attachments are not accepted with online applications. Please recognize the application questions will be used to determine eligibility for this position.**

## Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's **Strategic Plan**.

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the **Sanpete County Website**.



# THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on October 12, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).

