



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: May 6, 2021

Closing Date: May 20, 2021

POSITION: BUSINESS SERVICES ANALYST I

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in business, computer science, or related area **required**.
- ◆ Three (3) years of work experience in business, computer services, or related area **required**.
- ◆ Demonstrated experience with general business practices.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to prepare complete and accurate accounting reports and statements of moderate difficulty.
- ◆ Ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately.
- ◆ Ability to interpret and adapt complex regulations relating to job.
- ◆ Ability to set priorities and complete work with minimum supervision.
- ◆ Effective oral and written communication skills.
- ◆ Knowledge of current software and in-house computer programs.
- ◆ Knowledge of construction/capital projects.
- ◆ Knowledge of insurance.
- ◆ Ability to make business decisions in the best interest of the College.
- ◆ Ability to maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.
- ◆ Ability to perform simple accounting functions as needed.

DUTIES:

- ◆ Analyzes correspondence, audit and investigation reports, and other records for completeness and accuracy to determine sufficiency of information and compliance with Federal and State laws; handles related correspondence by letter, telephone, or e-mail.
- ◆ Prepares required reports for State agencies including Alabama Community College System, ACHE, etc.
- ◆ Maintains equipment inventory including sale or disposal of inventory.
- ◆ Operates a computer, scanner, or calculator as required.
- ◆ Assists Dean of Financial and Administrative Services with special projects as assigned.
- ◆ Manages insurance and risk; serves as the liaison with insurance agencies and adjusters; manages notes on insurance claims and potential claims.
- ◆ Manages and develops budget for vending services. Resolves complaints in connection with vending.
- ◆ Administers auxiliary services as assigned.
- ◆ Manages and develops budget for utilities for all campuses; analyzes utility costs.
- ◆ Maintains building inventory for entire college.
- ◆ Updates campus maps.

- ◆ Maintains uniform facility lease agreements.
- ◆ Performs light accounting duties required as budget manager.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

July 1, 2021

SALARY:

Salary Schedule E-2, Grade 03 - \$40,973 – \$55,830 based on applicable experience.

APPLICATION DEADLINE:

May 20, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.

Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The College reserves the right to withdraw this job announcement at any time prior to the awarding. Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.