

Senior Accountant

Posting Details

Posting Number:	S000310
Posting Type:	External - Open to All Applicants
Job Title:	Senior Accountant
Position Title:	Senior Accountant
Position Type:	Administrative Staff
Classification:	2
Department:	Controller
Benefits Summary:	<p>Benefit package includes: Medical, Dental, Vision, and Prescription insurance, Life insurance, Workers' Compensation insurance, Unemployment insurance, and Total Disability insurance. Retirement: The University contributes 4% of the regular salary with up to 3% additional in matched contributions into the TIAA Retirement Program. The University has currently frozen employer matched contributions for the remainder of the fiscal year (5/31/2021)</p> <p>Other benefits include tuition remission for employee, spouse, and employee's dependent children under the age of 25 (this does not include the last two year of the PharmD program or the JD), twenty days of vacation and twenty days of paid medical leave per year.</p>
Pay Band:	
Job Summary:	The Senior Accountant will exhibit leadership in supporting the functions and services of the Controller's office which include but are not limited to providing effective communication with internal and external constituents, critical thinking in resolving issues, professional judgement, and proficiency in analyzing and reconciling accounts. The Senior Accountant will demonstrate self-starting skills and be able to work independently.
Scope:	Provide leadership and support for all functions and services of the Controller's office.
Principal Responsibilities	<ul style="list-style-type: none"> • Develop relationships with internal constituents by effectively communicating policies and procedures, and enhancing their ability to understand their account activity. • Advise and provide leadership to other staff regarding routine and non-routine transactions. • Assist in the development of process improvement. • Reconcile general ledger accounts on a monthly, quarterly, or annual basis. • Prepare journal entries to record revenue and expense activity, and adjustments to reclassify or correct errors, etc. • Update databases (i.e. Fundriver, QuickBooks, FAS, TouchNet) with current activity. Reconcile databases to Banner general ledger. • Review and verify credit card expense forms for accuracy, proper supporting documentation, appropriate signatures, etc. • Gather factual information and supporting documentation from within the department, from other departments, and from outside agencies to verify data used in reconciling general ledger accounts. • Maintain a filing system for accounting documents. • Provide backup support for cashiering, student accounts, accounts receivable and accounts payable functions. • Provide direction to students and temporary workers as needed. • Other duties as assigned.
Required Skills:	<ul style="list-style-type: none"> • Ability to effectively communicate and cooperate with internal and external constituents • Ability to apply critical-thinking skills and professional judgement in discussing and resolving issues • Ability to perform moderately complex procedures using basic analytical tools • Extensive knowledge and experience in accounting • Proficiency in financial accounting principles and techniques • Proficiency in Microsoft Office Products

Minimum Qualifications:	<ul style="list-style-type: none">• Bachelor's Degree in Accounting• Three or more years of similar work experience
Preferred Qualifications:	Relevant experience in higher education, not-for-profit or fund accounting
College Description:	
Appointment Length:	12-months
Closing Date:	
Open Until Filled	Yes
Special Instructions to Applicants:	
Status:	Full-Time

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest level of education attained?
 - GED
 - High School Diploma
 - Associates Degree
 - Associates Degree in progress
 - Bachelors Degree
 - Bachelors Degree in progress
 - Masters Degree
 - Masters Degree in progress
 - PHD
 - PHD in progress
2. * How many years of relevant accounting experience do you have?
 - 1-3
 - 4-7
 - 8-10
 - 10+

Optional & Required Documents

Required Documents

1. Resume
2. Cover Letter
3. Letter of Reference 1
4. Copy of Transcript 1

Optional Documents

1. Other Document