

Senior Accounting Job Description

CATEGORY: ADMINISTRATIVE/PROFESSIONAL/TECHNICAL
POSITION: FULL-TIME
FLSA STATUS: EXEMPT

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectation for all employees

Job Summary

Directs and coordinates the business services functions and procedures, serves as the chief accountant of the college and ensures compliance with all applicable college, state and federal regulations and polices

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and supervision of business services administrative duties, including compilation and monitoring of revenue, expenditures, accounts payable, accounts receivable, payroll, and cashiering, general ledger, financial aid accounting functions, grants, budgeting, and inventory of the college
- Directs and supervises the operations of student accounts receivable, including tuition and fees, installment payment plans, and student loans.
- Maintains an orderly accounting filing system, accounting policies and procedures, chart of accounts and a system of controls over accounting transactions.
- Ensures the accurate and timely processing of all accounting transactions and accounting – related processes, including accounts receivable and payroll.
- Directs and controls cash disbursement, including student, vendor, faculty, staff, accounts payable, payroll, and classification of all college expenditures.

- Ensures that all reasonable discounts are taken on accounts payable.
- Ensures that periodic bank reconciliations and trial balance reports are completed.
- Ensure that required debt payments are made on a timely basis.
- Performs necessary investment transaction, cash transfers and related functions to ensure the college's assets are managed for maximum return within the guidelines as approved by the board of Trustees.
- Issues timely and complete financial and statistical statements and reports relating to state and federal compliance, accreditation, and grant funding agencies.
- Prepares reimbursement requests for state, federal and other financial aid programs
- Calculates and issues financial and operating metrics.
- Manages the production of the annual budget and forecasts.
- Works closely with the college's financial aid department in administering and reporting student loans, scholarship, state and federal financial aid.
- A strong commitment to the mission of the college.
- Demonstrated knowledge of accounting principles, and internal controls for the safeguard of assets.
- Demonstrated experience in organizing, conceptualizing, and prioritizing objective and managing a high volume workflow office.
- Knowledge of Alabama statutory requirements.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationship with students, college employees and the public.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.

- Ability to communicate effectively, both orally and in writing; define problem, collect data establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the internet.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

TO APPLY:

Please send by email to lgoins@stillman.edu :

A completed Stillman Employment Application (available for download at "About Us")

<http://www.stillman.edu/images/documents/application.pdf>