



Philander Smith College

Senior Accountant

SUMMARY of POSITION:

The Senior Accountant reports to the Controller and is responsible for general ledger accountability, financial reporting. The Senior Accountant oversees general accounting operations by controlling and verifying financial transactions, prepares financial reports, maintains the general ledger, assists with audit preparations, and other financial projects.

PRIMARY RESPONSIBILITIES:

- Completes monthly bank reconciliations for all College accounts as part of the monthly close process
- Prepares and maintains schedules, sub-ledgers and reconciliations to support monthly financial reports, preparation of the Annual Comprehensive Financial Report and other audits, reports and requests
- Assists in the monthly accounting close, including preparation of monthly financial statements and supporting schedules
- Maintains and oversees record keeping and financial reporting of all Grants, ensuring that funds are properly recorded, tracked, and spent per related guidance and laws required by the funding source and in accordance with GAAP and GASB standards
- Participates in the implementation, design and enhancement of accounting systems to improve fiscal management capabilities and efficiency
- Issues Purchase Orders (PO) and monitors outstanding POs and commitments. Prepares a monthly report documenting all outstanding commitments and oversees year-end PO close out and rollover
- Recommends policies, practices, and procedures to enhance cost effective and efficient daily operations
- Ensures compliance and consistent application of relevant policies and applies appropriate principles, policies, and practices
- Reviews payables, deposits and cash receipts for accuracy, appropriate general ledger classification and adherence to policy

- Completes periodic audits of petty cash accounts and cash tills for all departments
- Responsible for Fixed Asset Tracking including additions, deletions and disposition of assets. Assists with related Capital Asset reporting
- Communicates any account concerns with the Controller

This job description reflects the assignment of some essential functions of the job; however, nothing restricts management's right to assign or reassign duties and responsibilities to the job at any time.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in accounting, finance or related field; master's preferred
- Minimum of 3 years' experience in the management of financial systems, budgets, and financial reporting
- Experience with general ledger accounting software and Excel
- Attention to detail

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently and be self-motivated
- Ability to multitask and manage time to accomplish task
- Knowledge of generally accepted accounting practices and principles
- Knowledge of auditing practices and principles
- Knowledge of applicable laws, codes and regulations
- Knowledge and experience of accounting computer applications
- Ability to analyze, evaluate & problem solve reconciliation and other ledger variances. Knowledge and understanding of general ledger and related sub-ledger reconciliation and close processes.
- Knowledge of GAAP, accounting theory, principles, auditing practices, financial reporting and ability to maintain complex financial records and prepare both narrative and statistical financial reports required.
- Knowledge of GASB as well as federal and state regulations governing the expenditure of funds preferred.

HOW to APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and a list of three references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format.

Philander Smith College is an Equal Opportunity Employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.