Jarvis Christian College
Office of Human Resources

Job Description and Expectations

POSITION TITLE  Sr. Accountant/Accountant

The Sr. Accountant/Accountant is responsible for providing financial information to management by researching and analyzing accounting data and preparing reports. The position reports to the Assistant Vice President for Finance and Administration/Controller.

FLSA Status: Exempt: Not eligible for overtime

QUALIFICATIONS

- Bachelor’s degree in Accounting, Business, Finance, or related field or equivalent combination of education and related work experience
- Two years job related experience
- Candidates desirous of working toward a CPA
- Intermediate knowledge of MS Word and Excel required
- Jenzabar or similar integrated software experience desired
- Ability to operate 10-key adding machine by touch
- Efficient and accurate data entry skills
- Organization of fiscal documents
- Experience with ADP or other payroll programs desired
- Ability to multi-task and meet as well as exceed job expectations with limited supervision
- Excellent communication skills (both verbal and written) & interpersonal skills
- Ability to adhere to College values
- Experience with SACS

PERFORMANCE RESPONSIBILITIES

- Verify, record, and post a variety of financial transactions in accordance with Generally Accepted Accounting Principles and Institute policy
- Compile and analyze financial data, often complex in structure, and generate related schedules and reports
- Interpret and analyze financial data and transactions
- Prepare accounting reports associated with A/R, A/P, P/R, F/A and other similar financial activities
- Monitor and review accounting reports for accuracy and completeness
- Review, prepare, and process accounting transaction related entries of moderate complexity
• Reconcile charges posted to student accounts and prepare payments for Housing, Bookstore, and Insurance invoices
• Assist in the preparation of budgets, budget status reports, and budget modifications
• Prepare and participate in the posting all journal entries for accounts payable, payroll, billings, cash transactions, accruals and cost transfers
• Invoice funding sources and prepare related reports
• Review and prepare bank reconciliations
• Exhibit knowledge of internal controls and automated accounting systems
• Write narrative reports to explain and document findings
• Write narrative reports to explain and document findings
• Assist in audits and prepare PBC work papers
• Other duties as assigned

Salary
Commensurate with Credentials and Experience

QUALITIES AND CHARACTERISTICS

Demonstrates
• Trustworthiness
• Confidence
• Enthusiasm
• Initiative
• Flexibility
• Sound work ethics

Proven Skills
• Listening skills
• Team player

SUPERVISION AND EVALUATION
• Performance of this job will be evaluated annually by the immediate supervisor in accordance with provisions of the Jarvis Christian College’s Administrative Policies & Procedures Manual.

PROFESSIONAL PRESENTATION
• Success in the workplace depends on a strong commitment to the tasks assigned, respect for others and confidentiality in handling, and dealing with prospects, and sensitive constituent information
• Honesty, integrity, and treating others with respect are expected at all times
• Good presentation skills which include, but not limited to, professional dress/business attire, excellent personal grooming, and excellent verbal, as well as, written skills

PROFESSIONAL GROWTH
• Assume responsibility for own professional growth and development, keeping current of best practices in area of responsibility
ETHICAL BEHAVIOR
- Adhere to the Jarvis Christian College Code of Ethics.

TERMS OF EMPLOYMENT
- Twelve (12) month position

Approved by Supervisor _______________________________ Date __________

Reviewed & Agreed to by Employee ___________________________ Date __________