



Human Resources

Job Title: <i>Senior Accountant</i>	FLSA Classification: <i>(FLSA Federal Law GUIDELINES)</i> ✓ Exempt <input type="checkbox"/> Nonexempt
Reports to: <i>Controller</i>	Location: Business Office Premont Hall 136
Department: Business Office	Division: Accounting Services
Employment Category: ✓ Full-Time <input type="checkbox"/> Part-Time	Paygrade: 418

PRIMARY PURPOSE OF POSITION

Responsible for supporting the operations of the Accounting Services office. The incumbent will assist with functions that include but are not limited to financial reporting; general ledger, fixed assets, plant, bonds, investments, grants and endowments accounting; financial audits, single audits, and other related engagements; and tax compliance. This individual will also provide assistance with financial system upgrades, implement and update financial policies and procedures, provide financial analysis and reporting, and perform other related duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Controller with annual external audits.
- Lead portions of the month-end and annual close activities.
- Perform key components of general ledger, plant, endowment, investment, bonds, fixed assets and grant accounting.
- Ensure bank and general ledger account reconciliations are performed completely and timely.
- Work with AVP of Finance and Controller on process improvements to the monthly close process that may include things like process redesign for better efficiencies, development of reports for more efficient and timely reporting capabilities, and system enhancements that provide additional information or assist in decreasing the time required for monthly close.
- Coordinate and work with other departments to meet established goals and objectives.
- Provide financial information support and guidance to other departments.
- Perform other duties as assigned.

QUALIFICATIONS

Bachelor's degree in Accounting, Business, Finance, or related field. A minimum of 5 years accounting experience in finance and accounting. External audits experience required. CPA preferred. Non-profit and fund accounting particularly in higher education is preferred. In depth knowledge of GAAP, FASB and GASB. Skill in reading and interpreting laws and

regulations for compliance; researching problems and recommending solutions; investigating complex financial data; evaluating and recommending complicated accounting entries. Excellent written and verbal communication skills with the ability to explain complex requirements and regulations to diverse non-financial individuals. Solid analytical and problem solving skills is necessary. Ability to handle a wide range of assignments, manage confidential information, and work with a diverse community. Ability to develop, plan, and implement short-range and long-range goals. Excellent interpersonal relationship building skills. Proficiency in various tools to import, export, and format data in the creation of financial analysis and reporting. Experience with Ellucian Banner or other Higher Education ERP's is preferred. Must possess the ability to successfully pass a criminal background check.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department. Special Conditions: Position limits vacations during summer months due to fiscal year end activities.

PHYSICAL REQUIREMENTS

The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable the individual to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
- Physically able to spend significant time reading both on paper and on a computer.
- Ability to travel by car and plane for University business. Ability to drive.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: General supervision is provided by the Controller.

SUPERVISION EXERCISED: Functional supervision is provided to non-exempt and exempt personnel.

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the supervisor.
- Demonstrated ability and interest in growth and learning new skills.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Carry out all responsibilities and objectives in professional manner.
- Accept and render constructive criticism in a professional manner.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>