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| **Job Title:** Senior Accountant | **FLSA Classification:**   * Exempt ☐ Nonexempt |
| **Reports to:** Controller | **Location:** Austin, TX |
| **Department:** Accounting Services | **Division:** Finance and Business Office |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** 418 |

**PRIMARY PURPOSE OF POSITION**

Under the general guidance of the Controller, the Senior Accountant performs professional accounting activities for specialized, complex assignments and functional areas.  The Senior Accountant leverages industry knowledge and best practices to promote the mission and vision of the accounting department and the university. This position is a mixture of in-person and remote eligible.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**GENERAL ACCOUNTING FUNCTIONS:**

* Prepares specialized and complex reports, financial statements, analyses, and interpretations utilizing advanced knowledge and proficiency in accounting practices, principles, and interrelationships with various departments.
* Researches, analyzes, and uses independent judgment in various daily and non-routine decisions affecting assigned functions and the general ledger.
* Performs monthly bank account and clearing account reconciliations with follow up on any outstanding items within the month they occur.
* Records all bank account activity through journal entries with supporting documentation.
* Codes cash receipts and ensures weekly posting to the general ledger with follow-up to other departments on FOAPAL corrections or errors.
* Calculates and records various month-end journal entries to close the fiscal period, per the internal month-end close checklist.
* Creates ad Hoc Journal entries as needed.
* Assists the Controller in preparing the monthly financial statement report by explaining variances from the budget or the prior month’s activity, and answering additional questions that may arise.
* Records monthly activity from contributions recorded from Advancement and ensures data is entered into Fundriver or to various departments on a timely basis for analysis of the University’s Endowment.
* Prepares Debt schedules and records pertinent entries.
* Records credit card activities.
* Ensures that all monthly closing activities are performed timely by other staff who participate in the closing process.
* Creates monthly reports for various university departments, such as the Office of Sponsored Programs (for grant activity), Holy Cross Institute (as needed for board meetings), and Financial Aid (negative fund balances).
* Records prepaid expenses and reconciliations.
* Maintains the Fixed Asset Module and calculates depreciation and associated year-end fixed asset roll forward.

**ACCOUNT RECONCILIATIONS:**

* Completes monthly balance sheet reconciliations for all assigned accounts.
* Investigates all unreconciled items until fully explained and brings issues to the Controller to seek resolution.
* Recommends process improvements and automation, where applicable, to increase efficiencies.
* Ensures the Advancement reconciliation for both campaign pledges and contribution revenue is reconciled.
* Monthly reconciliation of Topper Tender activity to ensure all Card Office transactions are recorded and reconciled to the Blackboard (ERP) reports.
* Assist with reconciling P-card activity and collaborate with AP on any questions arising from P-card transactions or discrepancies.
* Fosters effective inter-departmental relationships to prevent reconciliation issues.
* Assists in preparing reconciliations and roll forward schedules for annual audit.

**DOCUMENTATION:**

* Assist Controller with annual external audits, which include providing supporting schedules and documents, updating timelines, and performing detailed report tie-outs to underlying support.
* Maintains up-to-date Smartsheets with project timelines, signoff dates, deadlines, and associated links to underlying support that is maintained on the university’s online file system (Box.com).
* Regularly addresses review comments left by the supervisor on assignments and clears notes promptly.
* Supports the development of accounting policies and procedures.
* Responsible for reviewing procedures related to the primary line of work (assigned reconciliations, journal entries) on an annual basis to ensure relevance.

**DATA MAINTENANCE:**

* Maintains an orderly accounting filing system, including supporting documents on the University’s server.
* Frequently saves work in-progress and maintains those schedules in a folder that is not on the hard-drive of a computer.

**OTHER DUTIES & SPECIAL PROJECTS:**

* Assists in automating and improving existing accounting processes.
* Involved in communication with external auditors to answer questions related to supporting documents which the Senior Accountant reconciles.
* Assists with special reports and projects as needed.
* Provides technical advice and services to lower-level accountants, or other University staff with problems, complex issues or special projects.
* Maintains GL codes and acts as an advisor for the GL portion Ellucian Banner System.
* Conducts training for campus staff as needed.

**QUALIFICATIONS**

**Education/Experience:**

* Bachelor's degree in Accounting required. Master’s degree in Business is preferred.
* Minimum of five (5) years of experience in a variety of accounting functions, including month end closings, and using fully integrated accounting information systems is required.

**Certifications/Licenses:**

* CPA certification preferred

**Knowledge/Skills/Abilities:**

* Knowledge of accounting principles, practices, business policies and procedures, particularly related to higher education.
* Knowledge of non-profit and fund accounting, particularly in higher education.
* Experience with Ellucian Banner or other Higher Education ERP is preferred.
* Highly analytical and detail-oriented with a high math aptitude.
* Excellent communication skills with the ability to explain complex accounting requirements to diverse non-financial individuals.
* Advanced Microsoft Excel skills, including Pivot Table, V- Lookup, data sorting, and Macros.
* Skill in preparing detailed reports on a timely basis.
* Knowledge of supervisory practices and principles.
* Excellent organizational and follow-up skills.
* Ability to exercise independent judgment.
* Excellent skill in using Google and Microsoft Suite products.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the role. 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 or ladders 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, 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.

**EXPECTATIONS**

**Universal Core Behaviors:**

**Communication:**

* Effectively expresses oneself in all oral and written communications.
* Exhibits good listening and comprehension skills.
* Keeps others informed, as well as responds, promptly.
* Demonstrates match between words and actions.
* Responds with tact, diplomacy, respect, and composure when dealing with others.
* Promotes the spirit and essence of the University’s Vision, Mission, Values, and Key Strategies through both verbal and written communication.

**Teamwork and Collaboration:**

* Cooperates with others toward the achievement of common goals.
* Seeks consensus and win-win solutions to problems and conflicts.
* Contributes actively and participates fully in team initiatives.
* Puts the success of the team above own interests.
* Builds and maintains constructive work relationships.

**Responsive to Change:**

* Supports changes in the work environment.
* Displays a proactive, problem-solving approach toward work.
* Committed to life-long learning by continuously increasing skills, knowledge, and effectiveness.
* Actively seeks and initiates creative and innovative solutions.
* Exercises sound, accurate, and informed independent judgment when needed.

**Quality-Driven and Accountable:**

* Results-oriented and committed to quality through continuous process improvement.
* Eliminates ineffective activities and closes performance gaps.
* Anticipates and responds to customer needs.
* Monitors own performance, accept responsibility for actions, and actively seeks feedback.
* Meets deadlines and completes projects and activities in a professional, timely manner.
* Seeks opportunities to increase productivity and/or reduce costs while maintaining the highest quality standards (fiscally responsible).

**Support of Vision, Mission, Values, Key Strategies:**

* Supports and models the university’s values of: social interest, compassion, justice, respect for the individual, honors diversity and difference, intellectual rigor, optimism, and collaboration.
* Articulates the University’s Vision, Mission, and Key Strategies to educate others.
* Demonstrates active commitment to advancing the University’s Vision, Mission, and Key Strategies.
* Exhibits personal integrity, honesty, zeal, and compassion.
* Aligns work processes to advance the university’s strategic plan and key strategies.

*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:

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