Truett McConnell
UNIVERSITY

Position Description

Job Title: Accountant

Department: Business Office

Reports To: Associate VP of Finance

Pay Status: Non-Exempt **Position Status:** Full Time

Primary Responsibilities: The Accountant will be responsible for general ledger entry, reporting & reconciliation as well as student account entries.

Primary Responsibilities/Essential Job Functions:

General Ledger:
- Check Bank activity online and update the general ledger on a daily basis.
- Process wire transfers for AP and loan payments.
- Record investment activity on a quarterly basis.
- Assist with month-end close, journal entries and financial reporting.
- Assist in maintaining the annual budget including entering adjustments as needed.
- Assist with the year-end close and audit as needed.

Reconciliation:
- Reconcile general ledger accounts monthly.
- Reconcile University bank accounts as assigned.
- Reconcile accounts receivable charges with the general ledger.
- Reconcile endowment funds.
- Reconcile monthly contributions.

Student Accounts:
- Apply student account charges for tuition & fees, room & board, etc. on a timely basis.
- Transfer and record financial aid to student accounts.
- Prepare file for Accounts Payable to pay student refunds.
- Prepare 1098-Ts for students annually.

Additional Responsibilities: Perform other duties as needed.

Knowledge, Skills, and Abilities:
- Accounting, general ledger experience with a proficiency for numbers.
- Ability to work in a team environment to achieve institutional goals.
- A quick learner who is highly motivated with personal and professional integrity.
- Experience with Jenzabar SIS accounting & administrative software would be a plus.
- Experience with Microsoft Office products; proficiency in Excel spreadsheets.
- Must demonstrate a high level of accuracy, efficiency and confidentiality.

Salary: Pay is commensurate with experience and other qualifications.

Work Environment/Physical Requirements of the Job: General office environment. Position requires extended amounts of sitting and working with a computer.

Minimum Education & Experience Requirements: Bachelor's degree and/or five (5) years of related business experience or training required.

Procedure for Application: Go to the Truett McConnell website, search for Employment Opportunities and complete the application for **Staff.** In addition, you can contact the Business Office at businessoffice@truett.edu or call (706) 865-2134. Applications and resumes can be mailed to:

Truett McConnell University
Business Office
100 Alumni Drive
Cleveland, GA. 30528