JOB TITLE: General Ledger Accountant
DEPARTMENT: Accounting/Business Office
SUPERVISOR: Assistant Controller
FLSA STATUS: Non Exempt

MAJOR PURPOSE:
Under general supervision of the Assistant Controller, the General Ledger Accountant will be responsible for maintaining the general ledger by entering general journal entries, preparing bank reconciliations, and performing account reconciliations in accordance with University policy and applicable external agencies.

ESSENTIAL FUNCTIONS:
1. Enters journal entries to the general ledger for reclassifying expenses (e.g. business reply mail, internal sales, postage usage, merchant fees, and other internal reclassifications from budget managers including credit card reconciliations).
2. Enters deposits into accounting software and verifies accurate accounts and amounts.
3. Maintains accounting records for fixed assets in the accounting software, including tagging fixed assets and physical inventories.
4. Preparing and remits monthly and quarterly sales and use tax reports to Board of Equalization.
5. Reconciles donation reports to the general ledger on a monthly basis. Enters journal entries for any changes reported by Development.
7. Reconciles and maintains balance sheet accounts.
8. Assists with month-end and year-end closings, annual financial statement audits.
9. Provides detailed financial reports to budget managers at month-end and as requested.
10. Consults with the Assistant Controller and Controller regarding major policy decisions, major expenditures and unusual problems.
11. Performs other duties as needed or assigned by direct supervisor.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelor’s degree in Accounting or Finance; or an equivalent combination of education and experience.
- Minimum of 1 year of relevant accounting experience required. Prior experience or familiarity in post-secondary environment and non-profit is highly desirable.
REQUIRED KNOWLEDGE:

- Proficiency in Microsoft Excel, Microsoft Word and Google applications preferred. Hands-on knowledge of accounting software required (MS Dynamics GP preferred).
- Thorough knowledge and demonstrated skills in matters related to accounting and financial policies, procedures, and reporting.
- Solid understanding of U.S. GAAP required.
- Strong general ledger reconciliation skills.

SKILLS/ABILITIES:

- Excellent communication skills both verbal and written, interpersonal skills, problem solving skills and a strong team player.
- Strong attention to detail, excellent organizational skills and ability to effectively prioritize work to meet deadlines.
- Ability to work independently and have a strong understanding of the theoretical and practical components of the position apart from just being familiar with performing assigned tasks.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list
of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________  _____________________________
Employee Signature                      Date