JOB TITLE: Accountant/Student Account Officer
DEPARTMENT: Accounting/Business Office
SUPERVISOR: Assistant Controller
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:
The Accountant will be responsible for maintaining the general ledger by entering general journal entries, in accordance with GAAP and University policy and also responsible for assisting in student accounts, processing payments, and collection of tuition and fees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Accountant:
1. Enters journal entries to the general ledger for reclassifying expenses (e.g. 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 are entered.
3. Maintains accounting records for fixed assets in the accounting software, including tagging fixed assets and physical inventories.
4. Reconciles donation reports to the general ledger on a monthly basis. Enters journal entries for any changes reported by Development Department.
5. Assists with month-end and year-end closings, and annual financial statement audits.

Student Account Officer:
6. Performs the Business Office role in student registration including the preparation of student contracts, notification of payment due dates and payment options, and collection of fees.
7. Collects student payments according to the payment method selected and follows up with students regarding delinquent accounts, late fees, and financial holds.
8. Computes and prepares check requests for student refunds in accordance to federal policy.
9. 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/EXPERIENCE:
● Proficiency in Microsoft Excel, Microsoft Word and Google applications preferred.
● Hands-on knowledge of accounting software required (MS Dynamics GP preferred).
● ERP system (CAMS Enterprise preferred) and procedures of student accounts
● Thorough knowledge and demonstrated skills in matters related to accounting and financial policies, procedures, and reporting.
● Solid understanding of U.S. GAAP required.
● Knowledge of FERPA and Title IV programs preferred
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.
● Critical, analytical, and creative thinking to identify and solve problems
● Ability to work effectively both independently and as part of a team 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. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:
The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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 50 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 are 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 to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

________________________________ _____________________________
Employee Signature     Date