

Job Title: Accounting Staff
Department: Business Office
Report to: Accountant / Bookkeeper

Southwestern Christian University is seeking a candidate for the position of Accounting Staff within the Business Office reporting to the Vice-President of Business & Finance.

SUMMARY

This individual will be responsible for assisting the VP, Business & Finance, with the day to day accounting responsibilities for the university. This will include, but is not limited to, the following key areas: Accounts payable, accounts receivable, payroll, and monthly reconciliations of bank, line of credits, debt instruments, and endowments. This individual will assist in preparing journal entries and with both annual and quarterly audit / tax needs. The Business Office provides quality customer service to its customers: (1) to students, in regard to their accounts and (2) to employees and other stakeholders, in regard to accounts receivable, accounts payable, and payroll.

DUTIES AND RESPONSIBILITIES

- Assist in accounts payable process.
- Assist in accounts receivable process.
- Monthly reconciliation of bank accounts.
- Monthly reconciliation of debt instruments.
- Monthly reconciliation of line of credits, etc.
- Monthly reconciliation of temporarily and permanently restricted endowments; with communication to appropriate parties on available scholarship funds.
- Recording monthly fixed asset additions / disposals.
- Preparing annual roll forward schedules (i.e. depreciation, allowance for doubtful accounts, etc. schedules).
- Preparing reporting details as requested by management.
- Communicate and work closely with various departments on campus.
- Help manage and reconcile petty cash funds.
- Assist in preparation of budget and cash flow projections.
- Assist in preparation of federal requirements (i.e. 1095, 1098, 1099, and W2 reporting).
- Assist in preparation of reporting to Higher Learning Commission, IPEDS, and Dept. of Education.
- Assist in annual / quarterly audit and tax needs.
- Assist payroll area when needed.
- Provide guidance for student work studies.
- Other duties as assigned by VP, Business & Finance, and / or management.

QUALIFICATIONS

Required

- Business degree
- Prior customer service and accounting / business experience.
- Proficient in Microsoft Excel and Word.
- Ability to operate computer systems, credit card machine, and postage machine.
- Ability to effectively communicate and respond to questions from business professionals, clients, customers and the general public.
- Ability to balance multiple responsibilities at one time and prioritize them based on urgency and importance.
- Ability to meet frequent deadlines while maintaining accuracy of detailed information.
- Willingness to maintain a positive attitude in a quick-paced and sometimes high-pressure environment.
- Willingness to maintain confidentiality of information.
- Willingness to learn and perform duties outside of the normal responsibilities.

Preferred

- Accounting degree

Training method: On-the-job training and job manuals will be provided.

Evaluation method: Employees are evaluated yearly by their supervisor.

Applicants should submit the following materials (preferably electronically):

1. Application
2. Resume
3. Written statement of faith including the applicant's salvation experience and relationship with Christ.

Materials should be forwarded to: Rita Palmer by e-mail to rita.palmer@swcu.edu or by mail to:

Southwestern Christian University
Attn: Rita Palmer, Director of Human Resources
Search: Accountant / Bookkeeper
PO Box 340
Bethany, OK 73008

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