Position Title: **STAFF ACCOUNTANT**

Reports To: Accounting Manager

Department: Business and Finance

Classification/
FLSA Status: Level II (Full-time / Exempt)

Primary Function: The staff accountant, under general supervision, maintains accurate financial records, and performs other routine duties associated with the operation of the business office.

Key Responsibilities:

1. To manage and process all tuition charges, fees and payments via manual and/or computerized systems, and perform monthly reconciliations

2. To process monies from all departments and prepare them for deposit

3. To ensure delivery of all bank deposits as necessary

4. To process all incoming business office mail

5. To manage, monitor and reconcile student ledger accounts

6. To manage, monitor and reconcile college purchasing card activity

7. To process all purchase requisitions and purchase orders through the accounting system and process payment on all approved invoices

8. To confirm that all purchase requests are within budgetary guidelines and are charged to the proper accounts

9. To review all invoices for potential sales and use tax liability and provide documentation of such to the Accounting Manager

10. To manage and maintain the college's fixed asset inventory system

11. To assist with bank and general ledger reconciliations, as needed

12. To manage and process, and/or work with third party contractors to process, the annual 1098-T forms

13. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

14. Participate in the annual Lyceum program

15. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position

16. To assume such other duties as assigned by the Accounting Manager and the Associate Vice President for Finance

Basic Knowledge and Skills:

1. Associates degree in accounting with minimum three years accounting experience

2. Ability to manage confidential materials in an appropriate manner

3. Ability to work with minimum supervision

4. Working knowledge of accounting/bookkeeping principles and practices

5. Ability to follow written and oral instructions

6. Good communication and organization skills

7. Computer experience: Microsoft Word, Excel

8. General office equipment

Preferred Knowledge and Skills:

CNS and/or Great Plains experience

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental Stresses: Multi-task demands; difficult people/student demands; financial responsibilities

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: Date: