# EMPLOYMENT OPPORTUNITY

***Open until filled***

**Date: June 12, 2014** **Anticipated Start Date: July 1, 2014**

## Job Title: Staff Accountant

### Reports To: Director of Accounting

### Job Description:

**To provide assistance with all accounting office operations and give support to the Director of Accounting by performing professional accounting work of a complex nature.**

**Principal Responsibilities:**

**Assistance with Accounting Office Operations**

**Objective:** To assist with the functions of the accounting office and to help maintain efficiency and thoroughness

**Responsibilities:**

- Review daily work from Contributions, Accounts Payable and Accounts Receivable
- Review outstanding Multnomah invoices and provide necessary follow up.
- Review Accounts Payable payments listing and weekly check run
- Assure that all detail items agree with General Ledger
- Responsible for month end closing details, ensuring posting of standard entries occurring on a timely basis
- Oversight of Power Campus input in to the General Ledger for correct processing
- Review purchases to ensure that budgets are properly followed
- Responsible for oversight of departmental filing systems
- Bank account reconciliations
- Familiarity with General Ledger to insure prompt preparation of trial balance
- Administration of institutions Purchasing Card system
- Interact with IT in the updating of all accounting office systems

**Special and Cyclical Projects**

**Objective:** To insure completion of all special projects in an efficient manner with highest degree of accuracy

**Responsibilities:**

- Assist in preparation of budget information work papers
- Assist in review of budget and General Ledger accounts for out of ordinary activity or items each quarter
- Release deferred tuition, room and board to income per semester
- Maintain data base for annuities on Crescendo Pro Admin program and generate all annuity payments
- Act as custodian of all underlying annuity contracts – active and expired
- Prepare and distribute 1099's and 1098T's.
- Oversight of Great Plains system for integrity of information
- Assist in yearly audit preparation.

- Maintain General Ledger accounts in Great Plains and Power Campus.
- Set up new contribution projects in Power Campus

## Job-specific Requirements:

- Extreme Confidentiality
- Computer literate, strong knowledge of Excel
- Ability to mentor and work well with co-workers
- Detail oriented with demonstrated organizational skills
- Working ability to apply and adapt established accounting procedures to a variety of accounting transactions and situations
- Mature work habits; industrious, dependable, ability to utilize work time efficiently and effectively
- Flexibility, proven ability to interact with a variety of individuals
- Experience in higher education preferred
- Requires a bachelor's degree in accounting, finance, or related field, or equivalent plus 4-5 years accounting experience.

## General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John. 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be a regular participant in a local, evangelical church.

**Full Time (40 hours) with Medical and Dental benefit options**
**starting the first day of the month following the first 30 days of employment.**

## To Apply:

For full consideration complete an employment application (online at www.multnomah.edu/employment) and attach a cover letter and resume. Please include the name, title and phone number of three references. An interview may be arranged after your file is complete.

**After submitting your application if you have questions regarding this position please contact Debbie Whitehead, debbiew@multnomah.edu**