



JOB DESCRIPTION

Student & Financial Accounting Specialist

Job Summary: We seek a highly skilled and detail-oriented Student & Financial Accounting Specialist to join our team. The ideal candidate will manage financial transactions, student accounting and financial matters, participate in the annual audit, and provide financial support to the onsite cafe managed by the Food Service Manager and Hospitality. This position requires proficiency in student accounting procedures and expertise in financial accounting, particularly in handling international students' financial matters. Familiarity with Square Terminal and the ability to perform monthly reconciliations are also essential.

Responsibilities:

- Financial Reporting and Analysis:
 - Perform monthly reconciliations to ensure accurate and timely financial reporting.
 - Prepare and analyze financial reports related to student accounts, including revenue, receivables, and collections.
 - Identify and investigate any discrepancies or irregularities, resolving them promptly.
 - Generate reports and summaries related to monthly reconciliations and financial performance.
 - Identify trends and areas for improvement and make recommendations for enhancing financial processes and procedures.
 - Prepare and file monthly and quarterly sales tax returns accurately and promptly.
 - Ensure compliance with local, state, and federal sales tax regulations.
 - Assist with sales tax audits, providing requested documentation and information as needed.
 - Assist with bank reconciliations and depreciation schedules.
- Student Accounting:
 - Manage financial transactions related to student accounts, including processing tuition payments, fees, and refunds accurately and promptly.
 - Maintain accurate records of student payments, balances, and financial aid disbursements.
 - Collaborate with relevant departments to address any issues related to student accounts and resolve discrepancies.
 - Provide exceptional customer service to students and answer inquiries regarding their financial accounts.
 - Assist students in understanding their financial obligations, payment options, and available resources.

- Stay updated on regulations and tax requirements related to students, particularly Forms 1098t and 1042, 1042-s, and 1042 T filings.
- Assist international students in understanding tax compliance.
- Coordinate with appropriate parties to ensure compliance with any additional financial requirements.
- Annual Audit Participation:
 - Assist in the annual audit process, including providing necessary documentation, reports, and financial schedules.
 - Collaborate with Controller to resolve issues and ensure compliance with auditing standards.
 - Contribute to the implementation of audit recommendations and process improvements.
- 1. Support to Onsite Cafe:
 - Work closely with the Food Service Manager and Hospitality team to provide financial support and guidance for the onsite cafe's operations.
 - Monitor and reconcile financial transactions related to the cafe, ensuring accuracy and compliance.
 - Collaborate with the cafe team to address financial concerns, provide reports, and contribute to financial planning and budgeting activities.
- Systems and Technology:
 - Utilize accounting software and systems to record and process financial transactions accurately and efficiently.
 - Provide training and support to students on using self-service portals.

Additional responsibilities as assigned by the Controller or Vice President for Finance and Administration

Requirements:

- Bachelor's degree in accounting, finance, or a related field (or equivalent work experience).
- Proficiency in using accounting software and financial management systems; experience with Great Plains is a plus.
- Excellent analytical and problem-solving skills.
- Strong Excel skills, with experience in creating complex Excel worksheets, calculations and pivot tables.
- Detail-oriented with the ability to prioritize and meet deadlines.
- Exceptional communication and interpersonal skills to interact effectively with students, faculty, and staff.
- Ability to work independently and collaboratively in a fast-paced environment.
- Demonstrates a sense of urgency and ability to meet deadlines.

Note: This job description is intended to convey information essential to understanding the scope of the position and the general nature and level of work performed. It is not intended to be an exhaustive list of the position's qualifications, skills, duties, responsibilities, or working conditions. It may be modified and adjusted as needed to align with the specific needs and priorities of the Union Presbyterian Seminary.