



JOB DESCRIPTION

Student & Financial Accounting Specialist

PURPOSE:

The Student & Financial Accounting Specialist provides financial accounting support related to all student account charges of the Seminary. In addition, this position will provide other financial accounting support to the Business Office and Cafe of the Seminary. This individual reports directly to the Controller. This is a full time, non-exempt position.

RESPONSIBILITIES AND DUTIES:

Student Accounts management:

- Process all activities related to charges, payments, financial aid, student loans, and requests for disbursements from student accounts
- Process designated scholarships for students; communicate and reconcile deposits and transactions with Advancement
- Review and adjust as necessary monthly student invoices; post invoices to student portal
- Reconcile student accounts with accounting on a monthly basis
- Prepare necessary month-end journal entries for student accounts
- Prepare and distribute annual Forms 1098t
- Process international students quarterly tax due related to foreign scholarships and the annual filing of Form 1042, 1042-s and 1042 T
- Additional responsibilities as assigned by the Controller or Vice President for Finance and Administration

Finance Support:

- Reconcile and support selected balance sheet accounts for month-end close
- Assist with bank reconciliations
- Identify capitalized assets, fixed asset disposals and record all related entries including depreciation.
- Assist with preparation of schedules for annual audit
- Additional responsibilities as assigned by the Controller or Vice President for Finance and Administration

Café Support:

- Bill appropriate outside groups and/or internal groups for the Café
- Manage and troubleshoot Square terminal and software in the Café.
- Pay monthly sales tax
- Manage the issuance and recording of café gift cards
- Work closely with Food Service Manager and Hospitality to ensure clear communication of events and billing amounts

KNOWLEDGE AND SKILLS:

- Bachelor's degree is required; Accounting, Finance, Business or related field is preferred
- At least three years' experience in an accounting position is preferred
- Experience using comprehensive accounting and general ledger software; experience with Great Plains is a plus
- Fully proficient Excel skills, with experience in creating complex Excel worksheets, calculations and pivot tables
- Competence in using Microsoft Office software including Word, PowerPoint, Outlook
- Experience using Student Information System databases
- Experience identifying and implementing business process improvements in a variety of business operations
- Provide courteous and accurate service to students or any other internal/external members of the seminary community
- High motivation, excellent organizational ability and initiative skills
- Strong verbal, listening and written communication skills
- Ability to work with a variety of individuals at different levels of the organization
- Ability to work independently as well as an active team member
- Ability to work with minimal supervision
- High degree of accuracy and attention to detail
- Excellent data entry skills
- Demonstrates a sense of urgency and ability to meet deadlines

Working Conditions and Benefits:

This a full-time support staff position (with benefits) based on the Richmond Campus but offering remote support to Charlotte Campus. Hours are generally 8:30 a.m. to 5 p.m.

Status: Non-Exempt Support Staff (eligible for overtime pay)