

# ALLEN UNIVERSITY

## POSITION DESCRIPTION

**JOB TITLE:** Chief Accountant

**REPORT DIRECTLY TO:** Vice-President of Fiscal Affairs

**OBJECTIVE:** Under limited supervision, provides financial management and senior administrative support in all phases of accounting relating to the internal and external financial affairs and fiscal operations of the University.

### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates and maintains standard cost accounting systems, including the recording, processing and compiling of financial data not captured by normal accounting processes
- Assists in planning, developing, and implementing accounting policies and procedures applicable to the financial needs of the University
- Responsible for the accounting and reporting functions for the University relating to the OMB-133 single audits, accounts receivable, accounts payable, bank reconciliation, general ledger and fixed assets
- Reconciles and balances accounts payable, accounts receivable and deferred revenue accounts as needed or requested
- Maintains general ledgers and journals using start-of-the-art computer applications to include monitoring accounts for discrepancies
- Generates and reviews monthly financial statements to ensure accuracy of information
- Verifies the University's conformance with generally accepted accounting principles and reporting requirements of federal, state, and local government agencies. Keeps abreast of changes in external and internal reporting requirements
- Assists with audit preparation, budget preparation, improvements to accounting systems and questions from senior-level management and University associates
- Maintains accounting computer systems to include troubleshooting problems and performing backup procedures as needed
- Performs other duties as assigned

### **Requirements**

#### **Minimum Qualifications**

Bachelor's degree from an accredited institution

Must have 4 years of experience in non-profit accounting or higher education accounting

Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)