

Job Title:**Staff Accountant I, University****Job Description:**

This position will assist in the day-to-day accounting functions including, but not limited to, accounts payable, accounts receivable, and fixed assets reconciliation. Additional activities include preparing miscellaneous reports, creating accounting schedules for the monthly financial statements, or other accounting duties as assigned. You will gain valuable experience assisting and/or working in a growing accounting department and have the opportunity to learn new skills that will further your career.

Reports to:

Controller, Business Office

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

Financial & Reporting

- Prepares journal entries and maintains and/or reconciles general ledger accounts.
- Prepares and updates accounting schedules and provides support for monthly financial close and year-end tax and audit reporting.
- Maintains fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- Research discrepancies of financial information and/or documentation to ensure accuracy of information and adherence to established procedures prior to processing.
- Work with departmental personnel to resolve questions, unallowable expenses, inappropriate recording of activity, and other expense management-related responsibilities.
- Supports compliance with GAAP and the university's internal controls.

Transactional

- Conducts routine data entry management for accounting records including accounts payable, billing, and accounts receivable.
- Accurately record expenses to accounts and departments by analyzing invoices or expenses.
- Provide information and assistance to other departments; explain transactions and reports; resolve accounts payable issues.
- Records banking transactions for all company bank accounts.
- Record and post student and customer payments to accounts receivable.
- Maintain fixed asset depreciation schedule and ensure proper handling of additions and disposals.

Other

- Responds to inquiries of staff, other educational institutions, funding institutions, etc. for the purpose of providing information and/or direction.
- Assist in updating and upholding departmental and university wide policies.
- Provide research and analytic support for growth and developing projects.
- Provide improvement suggestions for existing departmental procedures or innovative ideas to increase efficiency of the university.
- Assist with special projects as they arise and provide backup support for other finance team members, as required.

**Qualifications/
Education:**

Education:

- Bachelor's degree in Accounting, Finance, or a related field (or equivalent combination of education and experience).

Licensure & Certification

- CPA candidate preferred

Skills & Experience:

- One to two (1-2) years' accounting experience
- Knowledge of accounting principles; ability to apply more advanced accounting concepts to complete work assignments
- Working knowledge of financial transactions and systems, as well as related policy, accounting, and regulatory compliance requirements
- Knowledge and application of accounts payable and accounts receivable
- Understands the accounting behind the transactions flowing through the financial system
- High level of accuracy and attention to detail
- Advanced knowledge of common desktop and web applications
- Excellent computer skills and ability to quickly learn new technology
- Advanced experience in Microsoft applications, specifically Excel, Word, and Outlook.
- Sound judgment, tact, and diplomacy in situations of high sensitivity and the ability to interact with personnel at all levels of the University and community.
- Strong organizational skills and detail orientation
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Effective and efficient communication in a manner suitable for the intended audience; emphasis on written and verbal communication skills, including professional email and telephone skills.
- Ability to maintain confidentiality of work-related information and materials, exercise good judgment, and act professionally, sensitively, and with a high level of discretion
- Exercise good judgment, respect colleagues, and work with integrity
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Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$26.00 - \$29.00, however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume, and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Staff Accountant I** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (I-9) requirements.