

 **SENIOR ACCOUNTANT**

 **BUSINESS AND FINANCIAL AFFAIRS**

**REPORT TO: Senior VP of Finance/CFO**

**E CLASS:** FT 12 Month

**FLSA:** Exempt

**PURPOSE:**

The Office of Business and Financial Affairs invites applications for the Senior Accountant position. This position is responsible for implementing, supervising, organizing, planning, and directing the daily operations of the Office of Accounting, ensuring timely, accurate reporting of financial activity for the college and college foundation. Safeguards the institution's property and provides superior service to the campus community and other customers. Performs other job-related duties relative to the area of responsibility.

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree. Three years of related experience. Preferred Qualifications: CPA or Master's Degree in Business, Finance, or Accounting. Governmental accounting or auditing in higher education setting. Experience with Banner or another Oracle-based system.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

* Responsible for the organization, administration, periodic review, planning, development, evaluation, and general effectiveness of the Office of Accounting.
* Responsible for the monthly and/or year-end closings of the accounting records for the main institution and college foundation.
* Prepares the annual financial statements and supporting documents of the main institution and college foundation.
* Supervises staff in the Office of Accounting, assigns projects, monitors and evaluates performance, and provides training.
* Coordinates and monitors payroll processes with the Shared Services. Responsible for the accuracy of information provided by the automated systems and for staff's training in using those systems. Tests and implements enhancements and upgrades as necessary.
* Works with internal and/or external auditors by supplying requested documents and explanations.
* Responsible for departmental compliance with all applicable rules, regulations, and policies. Coordinates with the Director of Student Accounts to plan and coordinate Business Office activities regarding all student registration transactions. (Main campus and off-campus sites.)
* Responsible for overseeing the recording, reporting, and reconciliation of all plant funds from internal and external sources.
* Maintains confidentiality of the information and works in accordance with FERPA guidelines on the disclosure of information.
* Attends and presents financial information to the Foundation's finance committee and others as requested.
* Assist with budget(s) preparation and maintenance, as needed.
* Develops procedures to streamline the departmental operation to increase efficiency.
* Assists in the selection, hiring, and training of new staff.
* Serves as a liaison and works cooperatively and effectively with other departments (internal and external) as appropriate.
* Responsible for maintaining a good working relationship with the foundation's management and staff.
* Communicates with management regarding the financial position status of the entity and other areas as requested.
* Coordinates with the responsible party to maintain current and accurate departmental information on the website and other printed or online documents.
* Ensures internal controls are maintained to safeguard the assets.
* Responsible for feeding data from other systems (payroll, financial aid, procurement card transactions, etc.) into the financial system.
* Prepare journal entries; performs reconciliations of various financial accounts; and perform other accounting functions as required.
* Uses the report writer and other tools to generate reports as necessary.
* Serves as a member of various college committees.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of principles and procedures of financial record keeping and reporting.

Skills in oral and written communications; office management and interpersonal skills consistent with establishing and maintaining effective working relationships. Advanced skill level using Microsoft Office applications (Excel, Word, and Outlook), Internet, and web-based systems. Ability to troubleshoot, recognize and solve problems with software programs for end users. Confident in using my own initiative, prioritizing workload, and meeting deadlines. Detail-oriented with superior organizational and managerial skills. Ability to interact comfortably and confidently with all levels of personnel, internal and external. Ability to initiate objectives with minimal supervision Ability to exercise sound judgment in evaluating situations and making decisions. Ability to maintain the confidentiality of records and information.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

**TRAVEL:**

Travel may be required.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).