

## ACCOUNTING

### *Staff Accountant*

S-06

Salary Range: \$14.50 to \$18.73 per hour

### **Institutional Mission:**

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

### **Position Overview:**

The Staff Accountant reports directly to the Director of Accounting and supports the Christian culture of SAGU. The Staff Accountant assists with the daily accounting functions, maintains accurate accounting records, and assists in preparation for the annual audit. The Staff Accountant serves as a contact person for student organizations that have funds held in the custody of the University and maintains all general ledgers and financial reports for Title IV programs.

### **Qualifications:**

The Staff Accountant should have an understanding of non-profit accounting, basic financial statement analysis, general ledger entries, and general knowledge of other accounting functions (i.e. Human Resources, Accounts Payable, Accounts Receivable, etc.).

- Faith, service and lifestyle that meets University expectations (See IPM sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards,” “Lifestyle Standard.”)
- Bachelor’s degree in accounting along with qualified accounting experience preferred.
- Have a good understanding of or aptitude to learn fund accounting.
- Ability to maintain confidentiality with sensitive and classified information.
- Exhibit well developed verbal and written communication skills, organizational skills, and data entry skills.
- The aptitude to interact professionally with other employees, students, alumni, and administrators.
- Possess the ability to work quickly and accomplish multiple tasks within short periods of time.
- This person should be detail-oriented and be able to operate at a high rate of accuracy.
- Proficiency in Microsoft Office products and web browser usage is required.
- Experience in Microsoft Dynamics Great Plains software is preferred.
- High adaptability when learning new software, processes, and procedures.

### **Major Responsibilities**

- Represent the Christian culture of the University to students, employees and guests
- Monthly bank statement reconciliation
- Prepare and post general journal entries
- Make daily bank deposits (must have adequate transportation)
- Calculate and submit monthly sales tax
- Audit on-campus petty cash
- Reconcile and analyze general ledger data
- Monitor university budget accounts
- Complete various online banking activities as needed
- Provide reports and information to budget directors as needed
- Maintain federal fund ledgers

- Process federal funds in conjunction with the Financial Aid Department
- Reconcile electronic loan accounts
- Assist in preparation for the university's annual audit
- Perform other duties and tasks as assigned

**Contact:** Human Resources at [humanresources@sagu.edu](mailto:humanresources@sagu.edu)

**Application Process:** Applications are available at [www.sagu.edu/employment](http://www.sagu.edu/employment). Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

**Fair Labor Standards Act**

This position is not exempt from overtime.