



JOB TITLE: Accountant
DEPARTMENT: Business Office
CAMPUS: Portland
SUPERVISOR: VP for Campus Relations
FLSA STATUS: Exempt

MAJOR PURPOSE

This position is the campus liaison for the Business Office and responsible for general accounting functions including preparing journal entries, entering deposits, maintaining balance sheet schedules and ledgers, and account reconciliations following GAAP and University policies. Assists with monthly closings, and account analysis.

This position, while managed by a Campus VP, is also accountable to the Controller in Rocklin for leadership, specific duties and conformity and alignment with the policies and procedures of the University.

Due to the nature of the work, this position is 100% in person and on campus with occasional remote work options as agreed upon with the supervisor.

A consumer credit check is required.

ESSENTIAL FUNCTIONS

- Serves as the custodian of assets in the Campus Business Office
- Ensure compliance with accounting standards and internal policies.
- Prepares general ledger reconciliations, as requested
- Assists with the recordation of student account transactions, deferred tuition revenue, and expenses in the term
- Maintain accurate and up-to-date financial records, including but not limited to accounts payable, accounts receivable, and general ledger entries.
- Assists with cash flow monitoring
- Assists with tracking and recording fixed assets and depreciation
- Collaborates regarding budget and forecast reports
- Maintains departmental filing
- Assists with month-end and year-end closings, annual financial statement audits, and 990s
- Assists with governmental reports, as required
- Assists with oversight of property management and is a liaison for renters
- Maintains insurance policy listing and compliance requirements
- Performs other duties as required

QUALIFICATIONS

Education/Certifications

- Bachelor's degree in Accounting or Finance required
- Minimum of three years of relevant accounting experience required
- Prior experience or familiarity in higher education and non-profit preferred

Required Knowledge/Experience

- Proficiency in Microsoft Office and Google applications preferred

- Experience with accounting software required (MS Dynamics GP or Business Central preferred)
- Thorough knowledge in matters related to accounting and financial policies, procedures, and reporting
- Solid understanding of U.S. GAAP required
- 1-2 years supervisory experience preferred
- Experience in general ledger reconciliation

Skills/Abilities

- Excellent communication skills both verbal and written, interpersonal skills, problem solving skills, and a strong team player
- Strong attention to detail and accuracy, excellent organizational skills, and ability to effectively prioritize work to meet deadlines
- Critical, analytical, and creative thinking to identify and solve problems
- Ability to work effectively both independently and as part of a team

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation.

If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date