

## THE KING'S COLLEGE

### Position Description

Job Title: **Staff Accountant**

Department: **Business Office**

Reporting to: Assistant Vice President and Controller

### **SUMMARY**

Individual is responsible for processing accounts payable in accordance with the written policies and procedures of the College. Individual is also responsible for supporting the monthly closing process and related reporting. The staff accountant also performs bank reconciliations, calculates depreciation, records various banking transactions, and performs assigned account analysis, including research and resolution of outstanding items. The Staff Accountant is also the back up for various functions of the other members of the department and works closely with the Senior Accountant and Assistant Vice President - Finance

### **ESSENTIAL DUTIES and RESPONSIBILITIES include the following:**

#### **ACCOUNTS PAYABLE:**

Review invoices and check requests for appropriate signatures, coding and pre-approvals. Assign proper account coding for un-coded and mis-coded items. Return incomplete items to the originator to obtain missing elements.

Work with departments to obtain W-9 forms for all new vendors and make sure 1099 reportable vendors are properly set up before any invoices are processed.

Review expense reports for proper approvals, backup, coding and pre-approvals. Return incomplete expense reports to the originator to obtain missing elements per the expense reimbursement policy. Inform payroll and provide backup to run reimbursements for employees through Paycom via ACH. Create the related credit memo based on the payroll date to show the payment offset in FE.

Enter accounts payable items into the accounting system. Ensure all items coming through Formstack are accounted for in the financial system.

Keep the AVP and Controller & VP of Finance informed of priority payables that need attention. Work with the AVP and Controller to see that all invoices, expense reports and check requests are addressed in a timely fashion. Prepare prepayment report for AVP and Controller to review before payment processing.

Cut checks or enter ACH data into the banking system, obtain appropriate signatures on checks (currently by posting to the VP of Finance with all proper envelopes and postage paid for the checks), and system approvals for ACH's, distribute checks and ensure paperwork is properly scanned and filed with correct backup by vendor. Ensure Formstack is updated for submissions that have been entered into the financial system and submissions that are paid.

Work with the AVP and Controller to complete the annual 1099-NEC and 1099-M reporting, including reviewing all 1099 eligible vendors to see that all invoices are properly included in the reportable amounts, in their correct classifications. Make adjustments in the system where necessary.

Ensure timely payment of Quarterly Charitable Gift Annuity interest payments.

Help develop, document, maintain and improve policies and procedures for accounts payable. Make recommendations for streamlined processes for pre-approvals and invoice processing, implement any new systems approved for these improvements. Ensure constituents receive proper training in the new procedures.

Work closely with the Senior Accountant to complete the review and processing of electronic corporate card expense reports, ensuring proper backup, business purposes, account coding and approval flows.

Assign pre-approval numbers and inform individuals of the PAR number to confirm that approval was given.

Provide accounts payable and other information requested by the auditors for annual audits.

Research old outstanding checks and make recommendations to the AVP and Controller for appropriate action. Keep track of uncleared checks over six months old for reprocessing.

Work with AVP – Finance to track TKC Operations expenses and prepare monthly Primacorp invoices.

**MONTHLY CLOSING:**

Reconcile bank accounts including the Citibank operating, IMMA, benefits, and federal aid as well as WF payroll, wire and federal aid. Research old outstanding checks and make recommendations to the AVP and Controller for appropriate action.

Review general ledger detail and assist in adjusting entries to ensure proper reporting of revenues, expenses, assets, and liabilities. Work closely with both AVPs throughout the closing process.

Record and reconcile pledges and the related allowances and discounts and releases upon receipt of the pledge payments.

Track and report on temporarily restricted funds and grant funds.

Reconcile various balance sheet accounts as assigned such as the accrued expenses and other miscellaneous accounts.

Quarterly fixed asset analysis and depreciation calculation, including recording the appropriate journal entry.

Record monthly petty cash and postage machine activity.

**CASH RELATED ITEMS:**

Record non-credit card deposits as well as all bank adjustments into Financial Edge, including tuition, EFT's, transfers, Raiser's Edge contribution deposits, and wires, for all bank accounts. Review banks daily for transactions that need recording. Ensure deposits are scanned and properly filed.

Preparation and processing of deposits electronically and bringing miscellaneous deposits to the bank as needed. Ensure scans are sent to appropriate constituents for application to tuition and contribution records as well as miscellaneous accounts.

Back-up for processing credit card charges and credits as needed.

Maintain signature cards for Citibank, Wells Fargo and Wells Fargo Advisors.

**OTHER:**

Help develop, document, maintain and improve policies and procedures.

**NON-ESSENTIAL DUTIES:** Performs other work-related duties and special projects as assigned.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE AND ABILITIES:**

Knowledge of accounting principles, procedures and systems especially relating to non-profit educational institutions.

Ability to perform tasks with extremely close attention to detail.

Ability to analyze and interpret financial data.

Ability to use personal computer with Microsoft Office for Windows software, especially Excel and Word, as well as accounting software. Knowledge of Financial Edge preferred.

Ability to maintain accurate records and files.

Ability to maintain positive attitude even during periods of heavy workload.

Ability to be flexible and adjust to new requirements and responsibilities as needed.

Interpersonal skills using tact, patience and courtesy with both internal and external contacts.

Ability to work well with others and independently.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in business or accounting from four-year college or university and 1-4 years of accounting experience or equivalent combination of education and experience.