Lincoln University
Position Description

Job Title: Senior Accountant
Classification: Administrative
Division: Fiscal Affairs
Department: Business Office
Reports: Controller
FLSA Status: Salaried Exempt
Date: 11/10 Revised:

JOB SUMMARY:

Assists the Controller in directing the financial affairs of the University and prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management. The Senior Accountant is responsible for supporting the University's accounting practices, the maintenance of its fiscal records, and the preparation of financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans the implementation of automated software for endowments, including process documentation, package selection, testing and rollout.
2. Prepare support schedules for 403 (b) retirement plan quarterly reviews by Business Affairs Committee, including proforma financial statements.
3. Prepare timely and accurate support schedules for review and approval of the Controller for preparation of financial reports for year end 403 (b) plan audit.
4. Prepare timely and accurate support schedules for review and approval of the Controller for the preparation of the annual 990 return.
5. Responsible for maintaining and compiling data for Escheat reporting.
6. Develop, analyze, and interpret statistical and accounting information in order to appraise operating results in terms of performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the University.
7. Assists in maintaining the University's system of accounts and keeps books and records on all University transactions and assets.
8. Ensures accounting compliance with generally accepted accounting standards and governmental accounting standards.
9. Prepares reports that outline the University's financial position in the areas of income, expenses, based on past, present, and future operations.
10. Assists in coordinating the preparation of the annual budget and other financial projections, and analyzes and reports variances.
11. Furnishes timely internal and external reports including preparation and coordination of all audited reports.
12. Responsible for assisting departments in budgeting financial needs, accelerating cash receipts, and controlling disbursements, overseeing bank balances, proper
grant accounting, and evaluating and implementing computerized accounting systems.

13. All other relevant duties as assigned.

QUALIFICATIONS:

- Skills in math, accuracy and precision, interest in business, organized, willingness to follow recommended procedures, honesty, patience, good written and oral communication skills, good people skills, team player.
- Skills in budgeting, grants accounting, receivables, financial statement preparation, tax preparation and audit support.

EDUCATION:

- Bachelor's Degree in Accounting.
- CPA preferred.
- MBA preferred.

EXPERIENCE:

- Minimum of 7 years of accounting experience.
- Minimum of 3 to 5 years of supervisory experience.
- Experience with external audits of non-profit organizations preferred.
- Minimum of 5 years experience with computerized accounting systems.
- Knowledge of non-profit accounting preferred.

WORKING CONDITIONS:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative and legislative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

PREPARED BY: Howard Merlin

APPROVED BY:

Howard Merlin
Vice President for Fiscal Affairs & Administration

CUPA Number/Title: 313.00/Business Office

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