

Office of Business Affairs
ACCOUNTANT

POSITION SUMMARY: The Accounts position is responsible for maintaining reconciliations of various General Ledger accounts, processing federal loan draws and other miscellaneous accounting duties as may be required under the direction of the Controller.

ESSENTIAL FUNCTIONS:

- Reconcile all bank accounts of the University.
- Reconcile other various General Ledger accounts monthly.
- Record various General Ledger transactions, as needed.
- Maintain various schedules in EXCEL.
- Process loan draws and maintain supporting workpapers.
- Record all University investment transactions quarterly.
- Maintain documented internal control policies and procedures. Responsible for communicating and enforcing such procedures along with the Controller.
- Assist with the annual yearly audit and all tax returns including preparation of internal schedules and work papers as required.
- Provide assistance to the Controller on projects, as needed.
- Assist the Controller with the review and approval of College's expenditures including accounts payable checks as outlined in the internal control procedures.
- Serve as the system administrator of the College's time keeping system.
- Assist the Payroll Administrator as needed.

DESIRED QUALIFICATIONS:

- Bachelor's degree in accounting is required
- Preferred master's degree or Certified Public Accountant
- Minimum of two years of general ledger accounting experience
- Proven efficiency with EXCEL.
- Detail oriented with the ability to recognize and understand GL account relationships.
- Excellent analytical and problem solving skills.
- Well-organized and self- motivated.
- Have a well-developed sense of integrity.
- Commitment to the mission and vision of Mississippi College

REPORTS TO: Controller

FSLA STATUS: 12 month responsibilities; exempt