

Job Posting

Position: Accountant/Senior Accountant
40 hours per week, 12 Months
Estimated starting pay: \$18.00 - \$20.00/hour depending on education and experience

Reports to: Controller, a CPA

OCCUPATIONAL SUMMARY:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds. The Houghton University Accounting Office faithfully stewards resources entrusted to the institution to ensure that they are secure and available to educate each new generation of scholar-servants. The office is tasked with processing, analyzing and reporting financial transactions which support the mission of the university and are in compliance with internal policies as well as external regulatory agencies. The Accountant/Senior Accountant works to process, analyze and report all financial transactions.

DUTIES AND RESPONSIBILITIES:

- Supports the Controller and serves as backup to the Accounts Payable Coordinator
- Works collaboratively with all members of the university community to empower and support by providing financial data and assisting with the understanding of that data; and by procuring and compiling data for the community to use.
- Works with outside agencies such as vendors and auditors.
- Post and monitor daily cash transactions
- Review and process all employee expense reimbursements
- Work closely with Student Financial Services to reconcile general ledger to subsidiary ledger of student accounts (currently PowerCampus)
- Work closely with Advancement office to reconcile general ledger to subsidiary ledger of gifts to university (currently Raiser's Edge)
- Work closely with campus store personnel to ensure accurate recording to the general ledger of all internal and external sales
- Liaison with departments across campus for questions through the year and adjustments necessary for their budget tracking and control
- Responsible for preparing various month end and year end journal entries and accruals
- Reconcile general ledger accounts to ensure accurate recording of all transactions
- Reconcile bank statements to general ledger balances
- Assist in preparation of reports for external auditors
- Serve as backup for Accounts Payable coordinator – in his/her absence process payments to vendors and administer university Purchasing Card Program
- Design and produce reports and analysis as requested by Controller
- Collaborate with accounting team to develop improved processes.
- Assist with maintaining accounting policies and procedures.
- Perform all Accounting functions for Willard J Houghton Foundation including check writing, monthly reporting, and audit preparation

SUCCESS PROFILE:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- **Pace and Variety of Activities:** The Accountant/Senior Accountant must be able to handle multiple projects or tasks simultaneously and prioritize appropriately
- **Communication and Collaboration:** Communication must be kind and supportive as well as firm

MINIMUM REQUIREMENTS:

- Bachelor's degree in Accounting, Finance or related field
- Proficient in Microsoft Excel
- Experience with finance ERP/software – Microsoft Great Plains Dynamics preferred
- Excellent oral, written skills
- Ability to act diplomatically but firmly when necessary and maintain the integrity and confidentiality of data
- Strong problem-solving skills, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Excellent organizational skills and attention to detail

Houghton University is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:
Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.