

ACCOUNTING

Staff Accountant

S-06

Salary Range: \$14.50 to \$18.73 per hour

Institutional Mission

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Overview:

The Staff Accountant reports to the Director of Accounting and supports the Christian culture of SAGU. Upon requests, he or she may be asked to provide reports to the Vice President of Business and Finance or the President. The Staff Accountant will assist with daily accounting functions, preparation of financial statements and preparation for the annual audit. The Staff Accountant serves as a contact person for student organizations that have funds held in the custody of the University. The Staff Accountant maintains all general ledgers and financial reports for Title IV programs.

Major Responsibilities

- Represent the Christian culture of the University to student, employees and guests
- Monthly bank statement reconciliation
- Prepare and post general journal entries
- Make daily bank deposits (must have adequate transportation)
- Calculate and submit monthly sales tax
- Audit on-campus petty cash
- Reconcile and analyze general ledger data
- Monitor university budget accounts
- Complete various online banking activities as needed
- Provide reports and information to budget directors as needed
- Maintain federal fund ledgers
- Process federal funds in conjunction with the Financial Aid Department
- Reconcile electronic loan accounts
- Assist in preparation for the university's annual audit
- Perform other duties as assigned

Qualifications

- Faith, service and lifestyle that meets University expectations (See IPM sections: "Statement of Core Values," "Doctrinal Statement," "Christian Standards," "Lifestyle Standard.")
- Bachelor's degree in accounting along with qualified accounting experience preferred
- Understanding of non-profit accounting, financial statement analysis, general ledger entries and other accounting functions (i.e. HR, A/P, A/R, etc.)
- Strong communication skills (both in-person and electronic)
- Ability to interact with other employees, students and alumni
- Proficient in all Microsoft Office products
- Experience with Microsoft Dynamics Great Plains preferred

Contact: Human Resources at humanresources@sagu.edu

Application Process:

An online application is also available at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

Fair Labor Standards Act

This position is not exempt from overtime.