



## Position Description Staff Accountant

### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Desired salary
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

### ADMINISTRATIVE INFORMATION

**POSITION TITLE:** Staff Accountant

**POSITION'S OPERATING GROUP:** Finance and Operations

**GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** The purpose of the Finance and Operations group is to provide and manage the financial and supporting operational services of the university. Major responsibilities include: 1) recording all financial transactions in an accurate and timely manner, 2) producing the university's financial statements and reports in an accurate and timely manner, 3) providing financial budgeting, analysis, and compliance reports and services, 4) managing university assets, liability, and equity accounts, and 5) managing supporting services to include the Post Office, Bookstore, Information Technology, and Facilities.

**POSITION'S DEPARTMENT:** Business Office

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** To provide accurate and timely recording of all financial transactions related to the university and the creation of accurate and timely financial reports (Income Statement, Balance Sheet, Cash Flow Statement, etc.) which provide senior management the information necessary for effective and efficient financial analysis and decision-making.

**POSITION'S DIRECT SUPERVISOR:** Vice President of Finance and CFO

**DATE POSITION LAST REVIEWED OR ANALYZED:** August 2024, revised by Vice President of Finance and CFO, Executive VP of Advancement and University Operations, reviewed by Human Resources.

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Staff, Salaried/Exempt (administrative professional exemption), At-Will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS** Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

## POSITION INFORMATION

**POSITION'S SUMMARY:** This position is responsible for: 1) reconcile vendor statements with invoices received and payments made; 2) Assist with Payroll and benefit functions; 3) Post journal entries and reconcile general ledger accounts; 4) Assist with tracking of expenses for construction and projects; 5) complete all collection processes for prior student debt; 6) monitor university donation funds; 7) serve as support for the Financial Aid department when needed; 8) update tax exemption status for the university and foundation to state and federal agencies; 9) maintain an organized office enabling supervisor to understand what needs processed and when.

**POSITION WORKS WITH:** This position works closely with financial aid personnel, business office personnel, plant operations personnel, advancement office, faculty, students, and staff.

**POSITION'S STAFF AUTHORITY:** N/A

**POSITION'S BUDGET AUTHORITY:** None

**POSITION'S PHYSICAL WORKING CONDITIONS:** 90% Office environment and 10% campus environment. Position requires standing, sitting, stooping, filing, keyboarding/typing, speaking, seeing, hearing, walking and other similar motions and activities.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University phone system, University computer system, Jenzabar One information system, Microsoft Excel and Word, desk top computer.

**POSITION'S WORK SCHEDULE:** Monday through Friday 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs. A normal work week will be 40 - 45 hours with periods of time when overtime will be needed.

**POSITION'S TRAVEL REQUIREMENTS:** Minimal and usually related to off-campus financial meetings and personal development activities.

## POSITION DUTIES AND RESPONSIBILITIES

### **POSITION'S ESSENTIAL DUTIES:**

TRANSACTION PROCESSING (70%): responsible for ensuring the accurate and timely payment to vendors, placement of student records to collection agencies, and complete tasks to update and maintain general ledger that are within the requirements established by the university.

1. This position is responsible for supervising the accounts payable department.
2. Review vendor statements and record when payments were sent.
3. Review invoices and expense reports for proper coding, approval, and documentation.
4. Document all changes on checks and/or in files for all transaction reclassifications.
5. Assist with preparation/compilation of information for compliance review procedures.
6. Assist VP of Finance and CFO with IRS reporting to include 1099 and 1098T.
7. Reconcile general ledger accounts for Accounts Payable and Payroll.
8. Send prior student debt to collection agencies.
9. Notify and communicate with prior students regarding statement balances.
10. Update State of Kansas tax exemption certificates and local vendor tax status when needed.
11. Assist financial aid office with student communication and award notifications.
12. Monitor university donation funds in connection with the advancement office.

**POSITION'S OTHER DUTIES (30%):**

1. Assist other business office personnel with general ledger entries.
2. Assist with posting payroll to the general ledger.
3. Report new vehicles and/or property purchases to the State of Kansas for tax exemption status.
4. Update vehicle and/or property acquisitions or disposals to insurance provider.
5. Assist Human Resources with any benefit invoice reconciliations.
6. Responsible for weekly bank deposits.
7. Be familiar with other business office functions.
8. PERFORMS OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.

**POSITION QUALIFICATIONS**

**EDUCATION:**

- MINIMUM REQUIRED: Associates Degree
- PREFERRED: Bachelor's Degree in Accounting or Finance

**CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: None

**WORK EXPERIENCE:**

**MINIMUM REQUIRED:**

- Two or more years working in an Accounting position. Moderate working knowledge of Microsoft Excel and Word. Understanding of cash disbursements.

**PREFERRED:**

- Three or more years of accounting experience preferable in higher education or not-for-profit environment. Intermediate working knowledge of Microsoft Excel and Word.

**KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

**MINIMUM REQUIRED:**

- Demonstrable alignment with the mission and vision of KWU.
- Demonstrable professional level oral and written communication skills.
- Demonstrable ability to prioritize duties and to execute detailed work.
- Verifiable proficiency in using Word and Excel.
- Demonstrable ability to work well with others and in teams.
- Demonstrable ability to maintain confidentiality.
- Demonstrable punctuality and reliability in attendance.
- Evidential knowledge and understanding of matching receipts with liabilities.
- Demonstrable ability to apply correct coding using chart of accounts and coding structure processing.
- Confirmable high attention to detail.
- Demonstrable technical knowledge of accounting computer applications.

**PREFERRED**

- Demonstrable ability to learn and master pivot tables for efficiency purposes.

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.