



MULTNOMAH
UNIVERSITY

EMPLOYMENT OPPORTUNITY

Date: March 2021

Open until filled

If you have questions regarding this position, please contact Debbie Whitehead debbiew@multnomah.edu 503.251.5346

Job Title: Accounting Supervisor

Reports To: Controller

Mission: *Provide oversight and assistance to all accounting office personnel and administrative support to the Controller.*

Primary Responsibilities:

Supervision of Business Office Staff – Foster and maintain adequate training and teamwork among staff

- Responsible for adequate training of staff
- Responsible for cross training of business office personnel
- Responsible for implementation and oversight of internal controls
- Available to business staff for questions and support
- Ability to cover all positions for vacations, etc.
- Analyze processes to maintain proficiencies

Oversight of Business Office Operations– Manage A/R and A/P functions of the business office and maintain efficiency and thoroughness in all accounting areas

- Review daily work from Contributions, Accounts Payable and Accounts Receivable
- Review teller daily cash reports
- Review outstanding invoices and provide necessary follow up.
- Review Accounts Payable payments/outstanding invoice listing
- Review detail subsidiaries of Accounts Payable, Accounts Receivable, Notes Receivable
- Ability to perform reasonable level of duties of all supervised positions
- Assure that all detail items agree with General Ledger and explanation for differences
- Responsible for month end closing details, ensuring posting of standard entries occurring on a timely basis
- Oversight of Power Campus charge/credit code tables.
- Oversight of Power Campus processing of accounts receivable to the GL
- Responsible for oversight of departmental filing systems
- Monthly Bank account reconciliations
- Familiarity with General Ledger to insure prompt preparation of trial balances
- Administration of institutions PCard system
- Interact with IT in the updating of all accounting office systems

Special and Cyclical Projects– Insure special projects completion with efficiency and accuracy

- Assist in preparation of annual budget
- Provide department heads with information necessary for budget preparation and projection
- Assist in review of budget and General Ledger accounts each quarter
- Prepare and distribute 1099's and 1098T's.
- Assist with all University compliance work
- Oversight of Great Plains system for integrity of information
- Assist in yearly audit
- Maintain General Ledger accounts in Great Plains and Power Campus.
- Set up new contribution projects in Power Campus
- House all institutional contracts

MULTNOMAH UNIVERSITY

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Qualifications:**Job-specific Requirements:**

- Bachelor's Degree
- 5 years accounting experience
- Advanced computer skills in Microsoft Office, specifically in Excel
- Detail oriented with demonstrated organizational skills
- Excellent communication skills to a wide variety of audiences (i.e. good customer service)
- Mature work habits; industrious, dependable, ability to categorize work time efficiently and effectively

Preferred Qualifications:

- Supervisory experience
- Experience or exposure to Higher Education accounting/auditing
- Experience using Great Plains General Ledger software and Concur A/P workflow

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.
A generous Employee Tuition Grant is available after 1 year of employment.**

To Apply, find the application link here: www.Multnomah.edu/Careers

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