



## EMPLOYMENT OPPORTUNITY

**Date: May 2021**

***Open until filled***

If you have questions regarding this position, please contact Debbie Whitehead [debbiew@multnomah.edu](mailto:debbiew@multnomah.edu) 503.251.5346

### **Job Title: Staff Accountant**

**Reports To: Controller**

**Mission: *Provide accounting assistance to the Business office and support to the Controller.***

#### ***Primary Responsibilities:***

##### ***Monthly Duties – Assist with daily accounting input and support the Business Office***

- Review of daily AR posting
- Review of AP postings
- Review daily work from Contributions
- Assure that all suspense accounts are in balance and explanation for differences
- Track and monitor lease payments
- Assist with month end closing details
- Assist with Power Campus processing of accounts receivable to the GL
- Prepare monthly bank account reconciliations
- Familiarity with General Ledger to insure prompt preparation of trial balances
- Oversight of institutions PCard system
- Ability to cover all positions for vacations, etc.

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

- Assist in preparation of annual budget
- 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
- Manage tracking of fixed assets and depreciation
- Oversight of Great Plains system for integrity of information
- Assist in yearly audit prep work

#### ***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:***

- Experience or exposure to Higher Education accounting/auditing
- Experience using Great Plains General Ledger software

**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](http://www.Multnomah.edu/Careers)

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