



## Position/Job Description

### Staff Accountant

#### APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit an application [KWU application](#), a cover letter, and a resume/curriculum vitae. Please email your application materials to ([HR@kwu.edu](mailto:HR@kwu.edu)) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Clafin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position/Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applications are received.
- The position begins as soon as possible.

We will not check references or past employers without first notifying you of our intent to do so.

#### 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) oversight of the recording all financial transactions in an accurate and timely manner, 2) producing the university's financial statements and management reports in an accurate and timely manner, 3) providing financial budgeting, analysis, and compliance reports and services, 4) managing university assets and liability accounts

**POSITION'S DIRECT SUPERVISOR:** Chief Financial Officer

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Exempt, Administrative Exemption, At -Will

#### POSITION INFORMATION

**POSITION'S SUMMARY:** This position is responsible for current budget, monthly financials, payroll, billing, and general ledger management.

**POSITION'S WORKS WITH:** Business office staff, students, University Personnel

**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 WORK SCHEDULE:** Monday through Friday 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs.

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

#### POSITION RESPONSIBILITIES AND DUTIES

**POSITION'S ESSENTIAL DUTIES:** Day to day management of general ledger including entries and reconcilements, payroll maintenance and processing, AR billing, preparation of periodic financial reports for management. Assist with external audits and regulatory reporting requirements.

**POSITION'S OTHER DUTIES:** Assist with business office functions including accounts receivable and payable. Participate in cross-functional committees.

## POSITION QUALIFICATIONS

**EDUCATION:** Bachelor's degree in Accounting

**CERTIFICATIONS AND LICENSES:** Required: None

Preferred CPA or Similar

**WORK EXPERIENCE:** MINIMUM REQUIRED: Three to five years of accounting experience. Including working with budget analysis, accounts payable, accounts receivable, general ledger and payroll. Must be able to work in excel.

**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 proficiency in using Word and Excel.
- Demonstrable ability to work well with others and in teams.
- Demonstrable ability to prioritize duties and to execute detailed work.
- Demonstrable ability to think creatively and to solve complicated financial problems.
- Demonstrable ability to maintain confidentiality.
- Demonstrable punctuality and reliability in attendance

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. 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 the University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "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. In order 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, and drug screening may be required dependent on position and assigned duties.

## AGREEMENT SIGNATURES

Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read, understand, and accept this Position Description and more specifically the duties and standards of performance associated with this position and agree to be held accountable for successfully completing these duties and standards of performance. In addition, I agree to be held accountable for following the policies and processes as outlined in the KWU Employee Handbook, and acknowledge receipt of the handbook.

Direct Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

A copy of the signed PD is to be retained by both the positon employee and their direct supervisor. In addition, a signed copy is to be given to and retained in the Group's Performance Files and the HR Department.