

Accountant II

We are currently seeking a top-notch Accountant II to take responsibility for the day-to-day operation and maintenance of the College's general ledger system, the production and electronic distribution of internal financial reports to individuals on campus with budgetary responsibilities and preparation and review of semi-monthly payroll process. The Senior Accountant reports directly to the Controller and has some basic supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under limited supervision, performs professional accounting work of a complex nature. Thoroughly understands College policies, procedures and restrictions and federal and state applicable regulations. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying and reporting transactions of a fiscal nature. Specific duties include:

- Maintaining a detailed working knowledge of the College's Fiscal, Fixed Asset, and Student Receivables Systems.
- Preparation, verification, and distribution of internal financial report to the College community.
- Prepare, review and process payroll for the College staff and serve as a backup for the preparation and processing of Work Study payroll. Additionally, the Senior Accountant is charged with the task of, on a monthly basis, processing requests for payment of funds withheld from employee's pay (403b, United Way contributions, does not include health insurance).
- Maintaining the College general ledger system which includes:
 - Preparing and posting monthly journal entries
 - Reconciling bank accounts
 - Reconcile the Clinic accounts receivables systems
 - Reconcile the various Outreach accounts receivables
 - Prepare and file sales tax reports
 - Interface and reconcile Student Receivables system
 - Maintain Fixed Asset system including asset acquisition and disposal accounting and depreciation
 - Interface and reconcile Fixed Asset system
 - Reconcile interfund receivables.
- All other related and implied duties pertaining to the above items as may be assigned or delegated by the Controller.

QUALIFICATION REQUIREMENTS:

The successful candidate will have at least 2 to 5 years of progressively responsible accounting experience. Additional qualifications include:

- Experienced and knowledgeable with computerized accounting systems; system implementation experience a plus
- Proficient PC skills, including Word and Outlook, with strong Excel skills
- Practiced data entry skills including solid 10-key
- Good Communication skills, including written communications
- Prior payroll processing experience (Ceridian preferred)
- Supervisory experience is a plus
- Professional skills, knowledge and demeanor
- Experience working in Higher Education environment is a plus
- Bachelors degree in Business or Accounting preferred

Qualified candidates are encouraged to send their resume along with a cover note conveying why they feel they would be an excellent candidate for this position. Please include salary expectations along with your resume and cover note.

SCCO is an equal opportunity employer.

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