

Arizona Christian University

Position Description

Position: Senior Accountant

Organizational Relationship: Reports to the Controller

Position: Exempt, full-time

Position Summary: The Senior Accountant is responsible for assisting the Controller in directing the organization's accounting functions. Additionally, the Senior Accountant will be in charge of the development and management of the various data analytics produced by the accounting system, learning management system and other data sources. This includes analysis of trends requiring management's attention, the preparation of management reports and procedures, and the presentation of findings and specific recommendations to the Controller.

Duties and Responsibilities: Including but not limited to:

- Establishes and implements policies and procedures for the accounting department.
- Extract data into Excel from accounting and learning management systems, and build the analytics as necessary or requested.
- Tracking of cash and Accounts Receivable trends and ensure retention of cash reserves and compliance with regulatory requirements and internal policies.
- Provide assistance and support with Accounts Payable including proper coding and authorization of invoices, accurate entry of dates and amounts, and maintaining vendor relationships.
- Assist with the month end closing, journal entries, and accrual procedures in an accurate and timely fashion to include compliance with GAAP and regulatory requirements (i.e. composite score, E-Z Audit filing, timely tax return filings, etc.)
- Prepare monthly balance sheet reconciliations.
- Prepare monthly management financial reports which include analysis of historical information and tracking of trends and metrics.
- Assist the CFO with monthly cash flow budgeting and analysis.
- Provide support to yearly audit with external auditors.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required to fulfill this role successfully.

- Education: Bachelor's Degree required, with emphasis in accounting or finance.
- Proficiencies: MS Excel (including Pivot Tables, database management and etc.), MS Word and PowerPoint required. Knowledge of Jenzabar or other student accounting systems is a plus.
- Working knowledge of accounting systems and learning management systems, along with the abilities to extract data to be used by management.
- Experience: Minimum of 3 years
- Knowledge and Skills: Strong written and interpersonal communication skills. Ability to deal with and keep confidential information.
- Mental Demands: Self-directed and willing to take initiative. Highly organized and detail oriented. Ability to prioritize responsibilities, problem-solve, and deal effectively with a variety of personalities and cultural backgrounds.
- Visual Demands: Extended viewing of computer monitor, filing and retrieving documents in both electronic and printed forms, and proofreading
- Physical Demands: Long intervals at keyboard, computer monitor, and telephones. Photocopying, faxing, and filing and retrieving document. Ability to lift and move up to 30lbs.
- Environment: Very busy, fast-paced, customer service oriented, and multicultural environment. Extensive contact with students, administration, faculty, and staff both in person and on the phone. Some late hours and work on weekends will occasionally be required.