



## *Adrian College*

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**Position Title:** Staff Accountant  
**Supervision Received:** General supervision; reports to the Controller  
**Work Schedule:** Full-time; occasional evenings and weekends required  
**FLSA Classification:** Exempt

### **Example of Duties:**

Supports the Business Affairs Department with focus on accounting, budget preparation, and reporting, and finance-related tasks. This position involves frequent verbal, written and email correspondence with Adrian College faculty and staff as well as students and outside vendors. The successful candidate will:

- Prepare monthly, quarterly, and annual financial statements and additional financial information/reports for various internal and external reporting purposes
- Assist the Controller with coordination of and preparation for financial statement audits and periodic Board of Trustee meetings
- Reconcile general ledger accounts on a monthly and annual basis and prepares workpapers supporting reconciled balances
- Perform data entry of numerous journal entries
- Develop a budget and conduct analysis of operating results compared to budget
- Lead efforts on insurance/risk management initiatives
- Process monthly sales and use tax returns and payments
- Maintain a standard of superior service to all customers, foster and maintain positive relationships and work collaboratively with faculty, staff, and students
- Other duties as assigned

### **Minimum Requirements:**

- Bachelor's Degree in Accounting or related field of study and at least 3-5 years of relevant work experience or an equivalent combination of education and experience
- Experience performing general ledger account reconciliations for a variety of both balance sheet and income statement accounts
- Proficiency in Microsoft Office software suite, especially Excel and Word
- Ability to clearly communicate, in both written and verbal correspondence, financial information to a diverse audience
- Must be able to sit for long periods of time and perform duties within the normal bounds of an office environment.

### **Desired Qualifications:**

- At least 2 years of public accounting experience performing compilations, reviews, and audits
- Employment in a not-for-profit organization, preferably in higher education
- Experience using Blackbaud Financial Edge or another robust, comprehensive SIS data system

- Experience in reconciling and recording investment transactions and changes in market value of investment portfolios
- Treasury management experience with multi-million dollar portfolio of cash accounts within an on-line banking system
- Knowledge of Adrian College policies and procedures
- A desire to make coming to work every day a fun and fulfilling experience

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at a time

Adrian College is an Equal Employment Opportunity Employer. If offered a position, finalist must furnish proof of United States citizenship or proof of eligibility to work in the United States within three (3) days of commencing employment.

**Interested individuals should submit a cover letter and résumé to Christina Corson (ccorson@adrian.edu). Review of applications will begin immediately and will continue until the position is filled.**

