



**ACCOUNTING MANAGER  
FULL-TIME**

**JOB DESCRIPTION:**

The Accounting Manager safeguards the integrity of the College's accounting information by recording, reporting, and reconciling transactions in conformity with the generally accepted accounting principles, standards, and practices for higher education. This position reports to and supports the College's Vice President for Finance in ensuring the integrity of the College's financial information for the purposes of accurate and timely reporting, decision-making, and strategic planning and is responsible for oversight of general accounting, fixed assets, payroll, student accounts, and accounts payable. The incumbent works to promote accounting integrity and effective internal controls. The Accounting Manager will assist in the preparation of year-end financials, working with external auditors for the College's annual audits, the monthly closing process, and the maintenance of ledger accounts and internal accounting processes to ensure that practices align with the overall goals of the College.

**ESSENTIAL RESPONSIBILITIES:**

The following are the functions essential to performing this job:

- Supervises and trains the business office staff and assists them with sensitive problems, technical issues, and conflict resolution; Assigns and monitors work and evaluates performance.
- Reviews and approves journal entries for accuracy.
- Oversees and maintains quality control of the following areas: general accounting, fixed assets, payroll, student accounts, credit card/ACH processing and accounts payable functions to ensure that effective and efficient service is provided within appropriate state and federal procedures and regulations.
- Maintains petty cash accounts and various auxiliary accounts; Identifies and implements corrective systems, if needed.
- Assists the Vice President in preparation of all College audits;
- Communicates policy/procedure issues with College departments; Works with business office staff to ensure strong customer service to internal and external customers.
- Directs financial reporting to meet regulatory and campus needs;
- Conducts research, prepares statistical reports and handles information requests from the Vice President or President;
- Oversees project activities in the Business Office and compiles comprehensive progress reports for the President's Cabinet and Vice President;
- Processes the Bi-Weekly Payroll for College Faculty and Staff;

- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation using some other combination of skills and abilities:

1. Excellent technical accounting skills and knowledge (including GASB, FASB, IRS regulations, etc.)
2. Superior computer and software skills, particularly MS Dynamics Great Plains; excellent Excel and MS Word skills required.
3. Must demonstrate excellent organizational, communication, analytical and operational management skills.
4. Must be able to independently set priorities to meet the needs of the organization and achieve the needed results;
5. Must have the ability to interact well with diverse community of students, parents, faculty and staff.
6. Must have a passionate commitment to the culture and mission of Villa Maria College

**MISCELLANEOUS:**

- Supports the philosophy and objectives of the College;
- Participates in College functions;
- Serve on committees of the College as needed;
- Carries out other duties as assigned to fulfill the mission of the College.

**ESSENTIAL QUALIFICATIONS:**

- Bachelor's degree in Accounting, Business Administration, or related field required.
- At least three (3) years of relevant experience; preference will be given to those with experience in higher education accounting.
- Strong knowledge of non-profit accounting principles and processes;
- Strong knowledge of payroll processes required; Knowledge of Paylocity payroll system highly preferred;
- Excellent supervision and administrative skills;
- Strong analytical, critical thinking, project management, problem recognition, and resolution skills;
- A high professional standard and a personal code of ethics characterized by honesty, integrity, openness, and fairness;
- Ability to interpret and apply account principles and regulations;
- Possesses proven experience in project management and implementation.
- Demonstrates excellent written and verbal communication skills:
- Demonstrate negotiation and excellent interpersonal skills.

**ESSENTIAL FUNCTIONS:**

Professional business office setting. General environment requires employee to be flexible, consistently use manual dexterity in reaching, writing, navigating around the office setting. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position. Possible keyboarding movements will be necessary to perform computer work for this position.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Villa Maria College is an equal Opportunity Employer.*

**To be considered, please submit your resume and complete the online job application at** [Jobs.villa.edu](http://Jobs.villa.edu). When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the strongest, most qualified candidates will be contacted for an interview.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities.*