CLARK ATLANTA UNIVERSITY
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Staff Accountant</th>
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<tbody>
<tr>
<td>Department:</td>
<td>General Accounting</td>
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<tr>
<td>Reports to:</td>
<td>Accounting Manager</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**
Staff Accountant will support various aspects of finance and accounting for Clark Atlanta University daily operations. The position requires solid accounting experience combined with strong analytical skill to support various aspects of the financial cycle including, but not limited to, monitoring various metrics of the University to aide in daily operational decisions, and assisting in various audit exercises (external and internal). This position also includes general accounting responsibilities, including journal entries, intercompany transactions, account reconciliations and accruals recording.

**Examples of Duties and Responsibilities:**
- Record daily cash and credit card activity and performing related monthly cash reconciliations
- Reconcile daily contribution revenues reported by advancement operations, to the general ledger
- Manage daily bank transaction notifications and exceptions via the positive pay system
- Assist in the month end, quarter-end and, year-end closing processes
- Recording G&A expense allocations
- Ensuring that the University’s policies are adhered to (especially regarding cash transactions)
- Assisting in the preparation of audit schedules (PBCs) provided for the annual audit exercise.

**Knowledge, Skills and Abilities:**
- A proven track record of academic and professional excellence
- Demonstrated skills and experience in managing goals through collaboration and teamwork.
- Strong interpersonal, oral and written communication skills required
- Intermediate Microsoft Excel skills required(formulas, vlookup’s, pivot tables)
- Excellent mathematical and computational skills
- Ability to apply strong problem solving techniques
- Experienced and skilled in reconciliations
- Knowledge of Ellucian BANNER (finance) ERP system is preferred

**Minimum Hiring Standards:**
<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s Degree in Finance, Business or Accounting</th>
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<tr>
<td>Years of Experience</td>
<td>2-to-4 years of related experience</td>
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