



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Senior Accountant
Department:	General Accounting
Reports To:	Director of General Accounting

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):

The Senior Accountant is responsible for a variety of highly sensitive and confidential accounting duties including managing accounts payable, managing accounts receivable, payment processing, processing semimonthly payroll, reconciliation of general ledger accounts related to accounts payable and payroll, as well as being able to work both independently and collaboratively while also prioritizing a diverse workload.

Examples of Duties and Responsibilities:

The Senior Accountant is responsible for all general accounting analyses and reconciliations. Prepares various reports and responses to external information and data compliance requirements. Researches and responds to inquiries from College administrative and academic areas, relating to departmental spending, and transactions. Further assists departments with accessing financial information through the College's financial information system's standard reports, as well as customized reporting and analysis. Prepares and enters departmental journal entries, reviewing requests for appropriateness, proper authorization, and consistency with College standards and policies and GAAP. Various Quarter and Month-End tasks and entries are to be performed timely and accurately related to areas of responsibility and other assigned balance sheet accounts. All entries need to be completed and reconciliations provided for review and approval, by stated deadlines. Prepares reconciliations of accounts, following through on reconciling items with appropriate College staff. Other tasks and reconciliations required of the position on an ad-hoc basis are to be performed timely and accurately for assigned accounting and financial functions and balance sheet accounts. All entries need to be completed and reconciliations provided for review and approval, by stated deadlines. Various Year-End tasks and entries related to areas of responsibility, and reconciliation and analysis of assigned accounts. Provides requested information to external auditors as assigned per the annual financial statement.

Knowledge, Skills and Abilities:

The successful candidate must be an engaging, effective, innovative, dynamic team member who is strategic and fosters collaboration. This individual will be able to demonstrate the use of best practice strategies associated with all aspect of accounting practices and compliance. This individual will demonstrate a spirit of an independent problem-solver, and a strong understanding of the College's mission and goals. The Senior Accountant will demonstrate a high level of confidentiality, integrity and professionalism when dealing with sensitive financial information as well as prioritize and meet deadlines under strict constraints. The Senior Accountant will also have a demonstrated ability to encourage, model, embrace, and incorporate diverse thought and perspective of all individuals of various backgrounds, ideas, and perspectives to foster an all-inclusive environment and drive results.

Minimum Hiring Standards:

Education	A bachelor's degree from an accredited college or university in Accounting/Finance or related field of study is required; Master's degree preferred. CPA preferred.
Years of Experience	Qualified candidates will have a minimum of three-plus (3+) years of accounting experience preferably in higher education or public accounting, additional preferred experience with grant administration, reporting and compliance.
Years of Management/Supervisor Experience	

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