



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Staff Accountant
Department:	General Accounting
Reports to:	Accounting Manager

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, maintaining financial records and reports, processing accounts receivable documentation and assisting in various audit exercises (external and internal). This position includes general accounting responsibilities, including preparing journal entries, account reconciliations and recording month-end/year-end accruals. To be successful as a staff accountant, you should be able to accurately maintain a general ledger, ensure compliance with GAAP, have excellent communication, organizational and analytical skills.

Examples of Duties and Responsibilities:

- Record daily accounts receivable transactions and perform related monthly account reconciliations
- Reconcile daily travel expense reports from university constituents to the general ledger
- Manage related financial reports, records and general ledger account balances
- 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 expense transactions)
- Assisting in the preparation of audit schedules (PBCs) provided for the annual audit exercise
- Meeting processing and reporting deadlines
- Assisting the accounting manager and director as needed

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, vlookups, pivot tables)
- Excellent mathematical and computational skills
- Ability to apply strong analytical and problem-solving techniques
- Experienced and skilled in reconciliations
- Knowledge of Ellucian BANNER (finance) ERP system is preferred

Minimum Hiring Standards:

Education	Bachelor's Degree in Finance, Business or Accounting
Years of Experience	3-to-5 years of related experience