Alverno College Staff Accountant Job Description

Position Title: Staff Accountant   **Date:**   September 2024

Department: Finance/Accounting   **Status:** Full Time/12 month - Exempt

Reports To: Controller   **Positioned Based in:** Milwaukee, WI

Travel Required: N/A

Position Overview: Performs general accounting functions for the College accurately and in a timely manner. Assisting the Accounting Manager with the preparation and analysis of the financial statements and related fiscal functions of the College.

Principal Responsibilities:
- Prepares monthly bank reconciliations.
- Assist with the preparation of month end balance sheet reconciliations.
- Reviews and imports payroll expenditures into the ERP system from ADP.
- Prepares monthly and end-of-year journal entries.
- Prepares monthly account analysis for assigned general ledger accounts.
- Works with departments regarding missing or inconsistent information.
- Assists with year-end close including year-end audit; ensures processes and financial record keeping in compliance with accounting standards.
- Works with the Accounting Manager and Controller to produce monthly statements and visual reports that summarize data, information, and trends to support decision making; analyzes financial data and information to identify trends, recognize problems, and recommend improvements.
- Manages procurement and fleet credit card programs and process monthly import of transactions into ERP system.
- Continually reviews and recommends modifications to accounting systems and procedures to maintain and strengthen internal controls.
- Provides backup support to other staff in the finance department (accounts payable, grant reporting, fixed assets).
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Other responsibilities and duties as assigned by Controller, to ensure the effective utilization of the company's resources and to ensure customer satisfaction.

Skills & Qualifications:
- Must be detail-oriented with a keen attention to detail and emphasis on accounting.
- Strong organizational skills with the ability to prioritize and manage multiple tasks/projects in a timely matter.
- Demonstrate excellent verbal and written communication skills.
- Maintain exceptional interpersonal skills to build effective relationships across the institution.
- Can work independently and efficiently; exercise initiative, resourcefulness, and good judgement while maintaining a high level of confidentiality.
- Able to work under strict deadlines in a fast-paced environment.
- Flexible to work extended hours on occasion for year-end close or to resolve critical system upgrades.

Education & Experience:

- Required:
    - Bachelor's degree in Accounting or Finance from an accredited university or 10 years of finance/accounting experience.
    - Three (3) to Five (5) years of related accounting experience with bachelor's degree.
    - Highly proficient in the use of the Microsoft Office Suite of products: Excel, PowerPoint, Word, Access, Outlook.
    - Strong working knowledge of (GAAP) generally accepted accounting principles.

- Preferred:
    - Previous experience with Colleague and ADP software.
    - Previous experience with a higher education or a non-profit organization.

How to Apply

Apply on-line at https://www.alverno.edu/jobs/apply/login.php
Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.

**The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.
**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.
**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.