

Senior Accountant

The Office of Finance and Administration is currently seeking a Senior Accountant. Reporting directly to the Controller, the Senior Accountant provides: accounting support; prepares monthly reconciliations and a variety of monthly reporting, responsible for reconciling routine to complex general ledger accounts to the subsidiary ledger or other supporting detail according to scheduled deadlines; preparing and posting routine to complex journal entries, including recurring and non-recurring entries; researching general ledger account discrepancies, processing appropriate transactions, and following up to ensure proper resolution; performing financial and accounting analyses and special accounting and auditing projects as required; assist in research, interpretation, and application of new and existing accounting pronouncements; consult with and provide customer support to University staff, responding to requests for information, and assistance with the development, implementation, and maintenance of appropriate procedures and internal controls for the University; create detailed and relevant financial reports to provide management with timely information to make informed decisions; ability to obtain a thorough working knowledge of University accounting policies and procedures, including appropriate higher education accounting practices and FASB accounting guidance and standards. Duties include but are not limited to reconciling accounts in general ledger, A/P, and bank statement; preparing and posting journal entries, month/year end closing; audit/tax return; reporting for college (FISAP/IPEDS, EZ Audit, etc.); grants accounting and Banner training to faculty and staff.

Applicants should have a B.S. in Accounting and three to five years of related experience and/or similar responsibilities, preferably in a private college or university setting. Position requires effective communication skills, ability to effectively analyze complex accounting data, proficiency in Microsoft Office or similar desktop software, and ability to meet deadlines and work in a fast paced environment are essential; knowledge of Banner software a plus. This position offers a full benefits package, including tuition remission.

To apply, send cover letter, resume, salary requirements and three (3) references to:

Rebecca L. Horvath
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La Salle University is a Roman Catholic University in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, visit our website at www.lasalle.edu
AA/ EOE

