



Job Posting

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Email resume to:
resumes@logan.edu

Logan website
www.logan.edu

Equal Opportunity Employer M/F/V/D

Job #: 1713

Job Title: Senior Accountant

Date Open: 04/19/2013

Department: Accounting

Status: Full-time; Exempt

Job Duties and Responsibilities:

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts and documents business transactions such as health center daily reports.
- Record and reconcile Sallie Mae School as Lender Program.
- Record and reconcile Federal Funds ledgers on a monthly basis. Complete FISAP Report and reconcile with the Financial Aid Dept on Federal Funds.
- Participate in the preparation of various financial statements and reports, i.e. income statements, balance sheets, investment reports, and other month end financial statements.
- Participate in the processing of student loan refunds. Calculate refunds, prepare refund source document, post EFT's to student accounts, and prepare checks for disbursement.
- Analyze complex accounting and financial data. Identify and determine causes of discrepancies and recommend corrective action and preventative measures.
- Maintain contact with other college departments to supply accounting and financial data, secure information on operations and problems, and furnish advice as needed on fundamental accounting practices and procedures.
- Stays current with principles, procedures, practices and theories of accounting and budgeting affecting accounting and financial systems of the college.
- Proficiency with Microsoft Office applications.

Qualifications:

Minimum of a Bachelor's degree required plus three to five years' accounting/bookkeeping experience, preferably in an educational environment, or equivalent combination of education and experience. Professional standing as a Certified Public Accountant; experience with Great Plains or similar accounting software.