



## JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at [www.logan.edu](http://www.logan.edu).

**Interested candidates please send resume to: [resumes@logan.edu](mailto:resumes@logan.edu)**

**Job Title:** Accountant

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Process bi-weekly payroll:
  - Maintain and ensure integrity of payroll and timekeeping data in payroll system including new hires, terminations, department changes, reporting changes, etc.
  - Manage workflow to ensure all payroll transactions are processed accurately and timely.
  - Reconcile payroll prior to transmission and validate preview reports.
  - Maintain a thorough understanding of applicable tax laws regarding benefits and payroll transactions.
  - Ensure proper reporting and processing of garnishment calculations, payments and compliance.
  - Maintain approval hierarchy matrix for time and attendance system.
  - In conjunction with Financial Aid, ensure student workers are paid in compliance with all applicable Department of Education regulations.
  - Prepare roster for retirement contributions each pay period.
  - Handle all inquiries regarding payroll and timekeeping related issues in a timely and professional manner.
  - Develop ad hoc financial and operational reports as needed.
  - Process and record manual checks as needed.
  - Process automated payroll journal entry to Great Plains.
2. Administer purchasing card system including:
  - Assign, manage and administer purchasing cards in p-card system.
  - Review transactions are reviewed and approved each month in compliance with organizational policies and procedures within the required deadlines. Follow-up with cardholders and approvers as necessary on all outstanding items.
  - Train new cardholders and approvers in use of p-card system.

- Ensure receipts are downloaded for all transactions in compliance with established parameters.
- Process import of p-Card transactions to record payment in accounting system within required deadlines.
- Prepare summary report of federal work study student payroll and other reports as required by Financial Aid to ensure compliance with all applicable processing and reporting requirements of the Department of Education.
- Process deposits in remote deposit system on a daily basis.
- Assist in the preparation of external audit materials at year-end including financial aid, and financial audits.
- Provide support to Student Accounts during absences and peak processing periods at the start of each trimester including handling of student inquiries, processing of loan disbursement rosters, posting of payments to student accounts and other similar duties.

**COMPETENCIES:** To perform the job successfully, an individual must be able to quickly assimilate new information regarding accounting processes, financial systems and organizational procedures. Must be flexible and willing to assist others in various capacities, as well as open to continual process improvement initiatives.

**QUALIFICATIONS:**

- Degree in business or accounting preferred plus 0-2 years of fund accounting experience in a non-profit or educational organization or equivalent combination of education and experience.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, employees, management and others.
- Ability to understand and apply financial and accounting concepts with a constant attention to detail.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to develop processes to ensure integrity of work
- Strong organizational skills

**COMPUTER SKILLS:**

- Advanced knowledge of Microsoft Word and Excel required.
- Typing and 10-key by touch skills required.
- Experience with accounting systems, preferably Great Plains.