

**TITLE: General Ledger Accountant**

**COLLEGE/SCHOOL/DEPT:** Business Office

**DATE PREPARED:** March 2022

**REPORTS TO:** Controller

**FLSA:** Non-Exempt

**POSITION SUMMARY:**

Working with a team of financial professionals in the Business Office, this position provides detailed accounting and fiscal support for a variety of functions at Heritage University. Working collaboratively and independently, the incumbent performs account analyses and reconciliations, prepares and posts financial transactions, and handles cash receipts and billings for internal and external constituents.

This individual must be self-motivated, able to work with and without supervision, and be able to communicate and work effectively with a variety of individuals in a confidential and professional manner. This individual will be required to perform accurate and detailed work in a busy environment that may have pressures of deadlines, large workloads, and interruptions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**1. General Ledger:**

- Calculate, enter and post journal entries and other transactions into the accounting system. These may include daily cash receipts, disbursements, investment activity, accounts receivable and accounts payable
- Reconcile multiple general ledger accounts and bank accounts on an ongoing or monthly basis
- Process Inter-fund, indirect cost allocation, and other complex transactions
- Utilizing Heritage's ERP system, properly code and transactions to the correct departments and accounts based upon standard fund accounting guidelines and policies

**2. Cash and Investments:**

- Process daily deposits for auxiliary units, student payments and other receipts  
Assist with and provide backup for online and other banking transactions
- Record investment activity, recording deposits, disbursements, and investment activity
- Update individual endowment and other funds to reflect gift and pledge receipts, investment activity, and scholarship and other disbursements
- Prepare monthly and quarterly reports and reconciliations as assigned

**3. Accounts Payable:**

- Serve as primary backup for the Accounts Payable function, including processing invoices, posting transactions and preparing weekly check runs
- Create, review and distribute online purchase orders
- Enter and post A/P transaction batches

**4. Month End and Annual Reporting:**

- Collect data, prepare and distribute monthly billings for copier and mailroom services. Assist with invoicing and other transactions for child care center
- Work with Business Office colleagues to meet monthly and year end deadlines, prepare audit schedules, and support the accurate reporting of Heritage's financial position
- Reconcile and adjust assigned general ledger accounts and prepare reports as needed

**5. Other:**

- Perform other financial, accounting and general office duties as assigned
- Direct the activities of student and other temporary employees
- Represent Heritage University in the most positive manner with former and current students, clients, suppliers and the community. Interact effectively with a diverse group of faculty, staff, students, and customers. Work efficiently, applying the operating practices and policies of the Business Office and Heritage University
- Uphold the Heritage University Mission Statement
- Handle confidential and sensitive information with tact, discretion and in compliance with FERPA regulations

- Manages P-Card system- pulls and sends out individual monthly statements to all cardholders at the end of the previous billing cycle, communicates with card holders about balances and processes credit limit increases upon approved request, compiles all necessary back up and creates monthly journal entry upon the date of automated bill pay withdrawal

## **POSITION QUALIFICATIONS:**

### **Required:**

- Associate's degree or equivalent in business discipline and 1+ years of professional experience in an office or business environment. A combination of 3+ years of relevant education and professional experience can be substituted for the degree requirement
- Direct experience using Microsoft Excel in a business and/or educational setting. Familiarity with other MS Office suite applications
- Demonstrated understanding of basic accounting and financial transactions

### **Preferred:**

- Bachelor's degree in accounting or related field. A bachelor's degree can be substituted for the required work experience
- Experience working with a computerized accounting system
- Experience working in a medium or large corporate, agency, or similar office environment

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:** Understanding of accounting principles and concepts. Knowledge of standard business operations and processes, including computerized financial and accounting applications.
- B. **Skills:** Competency in spreadsheet (excel) and word processing. Strong background in computerized accounting systems and computer entry. Effective business office skills including written and oral communication. Ability to interact in a professional manner with employees, students, vendors, and other interdepartmental personnel. Must be able to work well with others in a team environment.
- C. **Abilities:** Individual must be able to work independently and with minimal supervision. Must be able to work well with others in a team environment. Must be able to work under pressure and complete deadlines. Must be able to communicate effectively by phone, email, and in person. Requires use of computer and keyboard.

## **APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (names, email address & phone numbers of 3-5 current professional references).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

Full consideration will be given to applications submitted by **Friday, April 1, 2022.**

To apply, please email application material to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.*