

**POSITION ANNOUNCEMENT**  
**Madonna University**

**Job Title:** Senior Accountant  
**Department:** Business Office  
**Reports To:** Controller  
**Status:** Full-time

**SUMMARY**

This position is responsible for documenting for, and reporting regarding the specific areas of payroll, bank reconciliations, fixed assets, and endowment funds. These duties are performed in a timely manner as as required to support management across the university.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain strict adherence to the Confidentiality of university information which the position becomes in contact with or is involved in creating.
2. Support departmental and university-wide efforts to automate and streamline procedures and practices which improve efficiencies and the quality of financial information used for decision-making.
3. Manages Endowment Fund accounting. Includes entries to distribute investment yield to participants and entries to general ledger. Also verifies and remits endowment gifts to investment fund.
4. Monthly performs bank reconciliations.
5. Prepares the annual federal tax return Form 990.
6. Prepares monthly journal entry for employee salary accruals and swap agreement/payment.
7. Assists the Office of Financial Aid with reconciliation of Federal Work Study.
8. Completes Annual Financial report for HRSA's Nurse Faculty Loan Program.
9. Completes the annual NACUBO Endowment Study, Pederson and IPEDS Surveys.
10. Makes monthly depreciation entry and reconciles annually. Allocates depreciation functional basis.
11. Monitors NFLP loans and performing due diligence regarding repayment and collection of the loans.
12. Assists with annual financial statement audit.
13. Prepares monthly, quarterly, and annual financial statements when needed and assists Controller.
14. Assists in preparation of special reports requested by management and the board.
15. Acts as backup for recording and processing daily cash deposits and for approving wire transfers.
16. Acts as back-up to the Accountant for sending payroll direct deposit file to the bank.
17. Other duties as assigned.

**QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Bachelor's degree (BA) in Accounting, Finance or related field from four -year college or university and at least four years of general accounting experience. Knowledge of non-profit accounting, budgets, cost accounting, and auditing. Must possess exceptional logic, analytical and critical thinking skills; attention to detail essential. Strong knowledge of Microsoft Office and an understanding of network domains, and relational databases required.

**TO APPLY**

Please complete the application on our website at [madonna.edu/hr](http://madonna.edu/hr). Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

**MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.