WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position – Accounting Assistant
Preparation Date: July 2023

Function of Position:
Responsible to the Budget & Accounts Payable Manager for general accounting duties including accounts payable functions of reviewing and processing invoices/payment vouchers for payment, maintaining vendor relations, oversight of college purchasing card program, and data entry to support financial accounting processes. This is a full-time, twelve-month position.

Principal Duties and Responsibilities:
1) Responsible for processing vendor invoices and payment vouchers. Process and distribute payments and maintain appropriate supporting information for expenditures. Ensure payment requests comply with college policy for all expenditures and refunds. Research and respond to vendor inquiries. (50%)
2) Serve as the Program Administrator for the college purchasing card program. This includes ensuring appropriate usage, working with cardholders, administering the credit card website, reviewing monthly expense reports for appropriate documentation, uploading monthly transactions into the college’s database, and ensuring cardholder monthly receipt compliance in accordance with college policy. Facilitate and provide system training to cardholders. (20%)
3) Responsible for the following (10%):
   • allocate college-wide costs via monthly charge-outs
   • process and reconcile cash advances and monitor outstanding requests based on college policy
   • void checks in the system, as necessary
   • pursue sales tax exemption status in new states in which the college has significant purchases and provide construction & sales tax exemption certificates to vendors for exempt purchases
   • assist with Unclaimed Property due diligence and reporting
4) Maintain appropriate internal controls to ensure new vendors additions are appropriate, perform due diligence in vendor reviews, and maintain appropriate related records of new vendors approved each year. Maintain the vendor database and 1099-MISC/1099-NEC tracking based on the vendor’s current W-9. Prepare the annual 1099-MISC/1099-NEC tax forms. (5%)
5) Prepare work papers for accounts payable and other related general ledger accounts. Provide assistance with the annual audit. (5%)
6) Participate in on-going process improvements and document processes related to job duties. (3%)
7) Perform other related tasks as assigned. (2%)

Supervision:
Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee confers with supervisor regarding unusual matters.

Minimum Qualifications:
Associate degree in business/accounting or 2 years of equivalent experience. Requires extensive computer knowledge in Microsoft Office environment; strong Excel skills; accounting knowledge and strong commitment to customer service.

Application Procedure:
Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.