

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position: Accounting Associate

Preparation Date: November 9, 2018

Function of Position:

Responsible to the Assistant Controller for general accounting duties including oversight of student account data, reconciling general ledger accounts, tax reporting and other tasks within the Business Office. Significant interaction with department heads and Business Office personnel.

Principal Duties and Responsibilities:

- 1) Prepare the creation of the annual charge and refund tables as well as the generation of the charges to student account, monthly billings and the financial aid transaction groups posted to the student accounts. (25%)
- 2) Coordination of student account charges/adjustments with other departments (i.e. Res Life, Dining Services, Financial Aid, Registrar's Office, and faculty/staff). (15%)
- 3) Prepare tax return for review by the auditors. (10%)
- 4) Review reconciliations of various general ledger accounts and perform bank reconciliations for selected bank accounts to provide appropriate controls. (10%)
- 5) Prepare various government reports such as quarterly payroll report 941, 1042, 1099, 1098-T, state unemployment forms, student W-2's, etc. (10%)
- 6) Prepare work papers and assist with the compilation of financial statements for the annual audit. (6%)
- 7) Maintain miscellaneous compliance requirements, e.g. unclaimed property, etc. (5%)
- 8) Process Financial Aid groups for private, state and federal loans. (5%)
- 9) Support Jenzabar and other database systems related to database management functions (i.e. Jenzabar Power-user) and create, run, and review reports from the databases to be used internally and externally. (5%)
- 10) Access administrative systems for both the Business Office and Financial Aid Office to assist students, parents, faculty, and staff, respond to their questions, provide guidance, explain account information and process their transactions request in a timely and accurate manner. (4%)
- 11) Reporting of Davis scholar student account activity. (3%)
- 12) 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:

B.A. in accounting, business, related area or an A.A. and working on a B.A., plus three years effective 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.