Job Title: Senior Staff Accountant

Department: Finance

Supervisor or Manager: Shirley Goodell-Lackey, Controller

Date Created: 06/29/2011  Last Revised: 07/26/2013  FLSA Status: E

Approved by (print name): ___________________________  Signature: ___________________________

It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
• Accuracy of cash transactions are verified and cash balances are monitored effectively.
• Assistance is provided to Director of Corporate and Foundation Relations and/or faculty in pre-award grant budget development to ensure accuracy and feasibility regarding SMC resources consistent with the SMC mission.
• Review and approval of grant expenditures for compliance and preparation of post-award financial accounting reports to internal and external parties.
• All gifts and pledges are accounted for properly in both financial and institutional advancement records.
• Accurate accounting information is maintained and provided to appropriate parties in a timely and courteous manner.

Essential Duties and Responsibilities:
• Reconcile all cash accounts to general ledger on a monthly basis and preparation of cash flow forecast.
• Monitor operating cash accounts to ensure sufficient cash balances.
• Provide accounting and regulatory information to faculty, staff, students and grantors.
• Explain accounting transactions and resolves accounting issues and discrepancies to department and grant managers.
• Prepare post-award grant financial accounting reports to internal and external parties.
• Provide support to faculty & staff in preparing grant proposal budgets, ensures inclusion of necessary costs, compliance with policies both the Colleges and under A-133 guidelines, addresses non-resident alien tax issues and completes post-award accounting.
• Review and approves all grant expenditures to ensure compliance.
• Keep abreast of laws and regulations relating to grants in order to maintain up-to-date compliance and refine or develop policies, monitoring and education of faculty.
• Initiate and process journal entries between various accounts.
• Imports and posts all contribution transactions to general ledger.
• Reconcile institutional advancement reports to general ledger.
• Prepare and reconcile monthly aged and pledge receivable accounts.
• Tracks financial aid to non-resident aliens to ensure compliance with IRS and State reporting, coordinates 1042-S reporting, and keeps current with individual taxpayer identification regulatory changes.
• Prepare required schedules, analyses and footnotes for year-end financial statements, financial audit and A-133 federal funds audit.
• Prepare indirect cost rate proposal to federal cognizant agency for negotiating SMC indirect cost recovery rate.
• Gather data and prepares schedules for completion of form 990.
• Reconcile IA’s new business and cash flow report to the general ledger.

Secondary Responsibilities:
• Maintain general knowledge of operations in subsidiary system to include payroll, accounts payable, accounts receivable, financial aid and institutional advancement.
• Assist others in business office with various tasks.
Saint Michael’s College
Job Description
Job Title: Senior Staff Accountant

**Positions Supervised:**
• None

**Position’s Major Contacts:**
• All members of Finance Department
• Payroll staff
• IT staff
• Vice President for Academic Affairs
• Faculty & staff grant managers
• Director of Foundation Relations & Sponsored Programs
• Associate Dean for Academic Affairs
• IA staff

**Demonstrates Excellence in this Position:**
• Shows strong commitment to Saint Michael’s College and its mission.
• Has a strong background in accounting and auditing in order to recognize issues.
• Maintains good working relationships with faculty & staff by providing information and guidance regarding grant and college budget management using tact, patience, persuasion and good humor. Demonstrates good oral and written communication skills.
• Works well as part of a team by assisting and supporting others in department.
• Has strong analytical and problem solving skills
• Displays meticulous attention for detail while recognizing the ‘big picture’.
• Demonstrates flexibility in work schedule.
• Has thorough knowledge of business office policies and procedures.
• Has ability to prioritize work, operate independently, works quickly and efficiently in a sometimes stressful environment.

**Education and Work Experience Required:**
• Bachelor’s Degree
• 3-5 years experience directly related to the duties and responsibilities specified. Proficiency in use of software applications especially spreadsheet and word processing.

**Analytic Skills Required:**
The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required.

**Language and Literacy Skills Required:**
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills Required:**

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<th>Software</th>
<th>Skill Level</th>
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<tr>
<td>Microsoft Word</td>
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<td></td>
<td><em>x</em> working knowledge _intermediate _highly proficient</td>
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<tr>
<td>Microsoft Excel</td>
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<tr>
<td></td>
<td><em>x</em> working knowledge _intermediate _highly proficient</td>
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<tr>
<td>Microsoft Publisher</td>
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<td></td>
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<tr>
<td>Microsoft Powerpoint</td>
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<td></td>
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<tr>
<td>Microsoft Outlook</td>
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<td><em>x</em> working knowledge _intermediate _highly proficient</td>
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<tr>
<td>Adobe Photoshop</td>
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Other (please specify):
Windstar – NRA software

**Licenses, Certifications and Other Requirements:**
- None

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- Ability to lift up to 10 pounds

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.