

## Saint Michael's College

### Job Description

**Job Title:** Staff Accountant I

**Department:** Finance

**Supervisor or Manager:** Director of Finance

**Status:** Full Time- Exempt

**Pay Range:** \$53,000-\$57,000

**Date Created:** 06/29/2011

**Last Revised:** 2/13/2026

**Our Mission:** 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.

#### **Position Overview:**

This entry-level opportunity is ideal for a recent accounting graduate who wants meaningful general ledger experience and exposure to the full accounting cycle. In addition to core accounting responsibilities, a portion of this role supports Student Accounts operations, offering valuable experience at the intersection of accounting, compliance, and student-facing financial services. The Staff Accountant works closely with senior accounting staff and the Finance team to support month-end close, reconciliations, financial reporting, and day-to-day accounting operations while also contributing to the financial stewardship of student accounts. This role is designed to provide meaningful hands-on experience and a strong foundation for professional growth within accounting and finance.

#### **What You'll Gain:**

- Direct exposure to the full accounting cycle
- Experience supporting audits and financial reporting
- Meaningful interaction with senior finance leadership and mentorship from experienced accounting professionals
- A strong foundation for future advancement in accounting and finance

#### **Major Objectives:**

- Gain strong working knowledge of the College's general ledger and accounting systems
- Support accurate and timely month-end and year-end close processes
- Develop proficiency in preparing journal entries and account reconciliations
- Contribute to financial reporting and audit preparation
- Develop understanding of student account operations and revenue-related processes
- Build foundational skills in budgeting, analysis, and internal controls

#### **Essential Duties and Responsibilities:**

- Prepare and post journal entries to the general ledger
- Perform monthly account reconciliations and resolve discrepancies
- Reconcile sub-ledger activity to the general ledger
- Assist with month-end and year-end closing activities
- Support preparation of financial statement schedules and audit documentation
- Analyze assigned accounts and investigate variances
- Assist with budget preparation and basic financial analysis
- Work collaboratively with departments across campus to explain transactions and resolve questions

- Maintain organized documentation to support internal controls and compliance
- Utilize accounting software and Microsoft Excel to prepare reports and analyze data
- Partner with the Student Accounts team to support revenue integrity, account accuracy, and compliance with institutional policies
- Assist with student account analysis, payment plan monitoring, account review processes, and communication with students and families in a professional and service-oriented manner

**Positions Supervised:**

- None

**Major Contacts:**

- Members of the Finance Department
- Student Accounts staff
- Faculty and staff across campus
- Students and families

**Demonstrates Excellence:**

- Shows strong commitment to Saint Michael's College and its mission
- Works collaboratively and respectfully as part of a team
- Demonstrates curiosity, initiative, and a desire to broaden knowledge of accounting standards
- Demonstrates accountability and ownership in meeting deadlines
- Develops and applies knowledge of business office policies and procedures
- Contributes to a collaborative, respectful, and inclusive work environment

**Education and Work Experience:**

- Bachelor's Degree in Accounting or Finance required
- Internship or related accounting experience preferred but not required
- Proficiency in Microsoft Excel and other Microsoft Office applications
- CPA eligibility preferred; support for professional development encouraged

**Analytic Skills:**

Ability to analyze account activity, identify discrepancies, and propose solutions.

**Language and Literacy Skills:**

Communicates professionally with students, families, and colleagues in person, by phone, and in writing. Ability to interpret policies, procedures, and financial documentation.

**Computer/Technology Skills:**

Familiarity with Microsoft Office products required. Experience with or interest in learning enterprise accounting systems (ERP) preferred.

**Licenses, Certifications and Other Requirements:**

None Required

**Physical Demands:**

Work is often performed in a typical office environment requiring sitting for extended periods, frequent computer use, and occasional lifting of up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Additional Requirements for the Job:**

- None

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.