



## **POSITION ANNOUNCEMENT**

**Job Title:** Accountant  
**Department:** Business Office  
**Reports To:** Controller  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** January 9, 2019    Reposted January 23, 2019

### **SUMMARY**

This position performs a wide range of professional accounting duties for the University. Interfaces with other departments to proactively identify issues and ensure timely resolutions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Collects and records daily bank deposits.
2. Maintains and generates fixed asset reports.
3. Reviews and approves requisitions for budgetary appropriateness and fund availability in compliance with institutional policies and procedures.
4. Reconciles the clearing of all issued travel cash advances, and handles transfers of direct deposits to Comerica bank.
5. Performs miscellaneous account reconciliations.
6. Prepares and manages due diligence process for individual Escheats correspondences and maintains knowledge of any updates from Michigan Treasury requirements as well as software updates.
7. Reconciles and reviews labor distribution report for payroll, payroll taxes, verifies the appropriate cost center distribution of salary and wages, prepares summary report for recoding in general ledger, and provides various payroll related analysis and summaries as required for daily activity.
8. Prepares report summary for annual workers compensation audit works on any requirement changes and new regulations.
9. Prepares various payroll reports for Internal Revenue Service (941 quarterly reports).
10. Works closely with and maintains knowledge of payroll and accounts payable processes. Serves as a backup as needed.
11. Writes reports for users from Ultimate Software payroll system.
12. Processes payroll direct deposit.
13. Maintains O&M allocations worksheet monthly.
14. Compiles and maintains information relating to the employee and other benefits, prepares fiscal year-end summaries, and journal entries. Also analyzes and allocates all benefits to various departments/general ledger.
15. Records journal entries for payments of Federal and State payroll taxes and retirement payments and reconciles to the UltiPro reports and bank statements.
16. Collaborates with external auditors on year-end auditing, assists with the year-end closing procedures, and prepares schedules and work-papers used in the preparation of University financial statements.
17. Other duties as assigned.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a 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 with a major in accounting from four year college or university with at least one year experience. Must be familiar with accounting software enhancements as well as relevant State and Federal regulations. Working knowledge of Microsoft Office 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.