

MADONNA UNIVERSITY
POSITION ANNOUNCEMENT

Job Title: Accountant II
Department: Business Office

Position Status: Full-Time
Reports To: AVP and Controller

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. Maintain strict adherence to the Confidentiality of university information which the position becomes in contact with or is involved in creating.
2. Support departmental and university-wide efforts to automate and streamline procedures and practices which improve efficiencies and the quality of financial information used for decision-making.
3. Collects and records daily bank deposits.
4. Maintains and reconciles cash box.
5. All aspects of Accounts Payable and secondary requisition approvals
6. Reviews and approves requisitions for budgetary appropriateness and fund availability in compliance with institutional policies and procedures.
7. Reconciles the clearing of all issued travel cash advances, and handles transfers of direct deposits to Comerica bank.
8. Performs miscellaneous account reconciliations.
9. 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.
10. 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.
11. Prepares report summary for annual workers compensation audit works on any requirement changes and new regulations.
12. Prepares various payroll reports for Internal Revenue Service (941 quarterly reports).
13. Works closely with and maintains knowledge of payroll journal entries and accounts payable processes.
14. Processes payroll direct deposit.
15. Maintains O&M allocations worksheet monthly.
16. 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.
17. Records journal entries for payments of Federal and State payroll taxes and retirement payments and reconciles to the UltiPro reports and bank statements.
18. 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.
19. 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. Must have a valid driver's license and a commercially insurable driving record. May be required to work outside of normal working hours. Travel may be required, evening and weekend hours expected.

EDUCATION AND EXPERIENCE:

Associate's degree required, Bachelor's degree preferred with at least one-year accounting experience. Experience processing payroll a plus. Must be familiar with accounting software enhancements as well as relevant State and Federal regulations. Working knowledge of Microsoft Office required.

TO APPLY:

Current employees: Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **employment@madonna.edu**

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.