



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## Staff Accountant

### **Are you a detail-oriented accounting professional looking to join an amazing financial services team?**

You might be a perfect fit for our Staff Accountant position. This position maintains accurate financial records for the university by organizing and executing all accounts payable functions and other bookkeeping responsibilities - and is an essential part of the Financial Services team.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Excels in a fast-paced environment where problem-solving skills are required for success.
- Is a dynamic individual capable of quickly assessing customer needs.
- Is proficient in Microsoft Excel and Word, and has as a firm grasp of basic accounting principles.

### **Our Ideal Candidate's Education and Experience Include:**

- An Associate Degree is required, a Bachelor's degree is preferred.
- At least three to five years of accounts payable or accounting experience

### **This Position Is Responsible For:**

- Assign, prepare, and track purchase orders.
- Accurate and timely processing of accounts payable payments (currently checks)
- Reconcile vendor statements monthly, working with vendors to ensure correct balances.
- Process credit applications for new vendors.
- Maintain accurate vendor files.
- Prepare and distribute annual Form 1099-NECs by federal deadline (January 31).
- Manage the university purchasing card program.
- Provide department requests for detailed trial balance reports.
- Prepare the monthly reconciliation of the Exchange – Accounts Payable general ledger account.
- Prepare the monthly reconciliation for the Accrued Expenses Payable general ledger account.
- Prepare quarterly federal grant expenditure summary reports for the Associate Controller.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Staff Accountant](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*