



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 accountant looking for a vital role with an institution that positively impacts our community? If so, our Staff Accountant position might be right for you. This position is an integral member of the Financial Services team who works directly with the Associate Controller to ensure the accuracy of the University's financial records.

Our Idea of a Perfect Candidate is Someone Who:

- Is internally motivated to maintain accurate records while meeting deadlines
- Has strong verbal and written communication skills
- Can think critically and has a willingness to learn

Our Ideal Candidate's Education and Experience Include:

- Bachelor's Degree in accounting, finance, economics, or related field
- Three to five years' accounting or bookkeeping experience

This Position Is Responsible For:

- Maintaining daily operating cash records
- Recording journal entries and assisting with monthly closing activities
- Reconciling general ledger accounts including cash and credit card receivables
- Managing the Nursing and Perkins campus-based loan funds
- Preparation of the monthly sales tax return
- Working with third party collection agencies on the placement of past due student loans and tuition account balances

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!
- 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.