

# COLLEGE OF SAINT MARY

## Staff Accountant II

**Are you a detail-oriented accountant looking for a vital role with an institution that positively impacts our community?** If so, our Staff Accountant II 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:**

- Identify and record daily cash activity.
- Maintain and record journal entry records.
- Post monthly income and expense activity from Power Campus to the General Ledger.
- Monthly preparation of account reconciliations.
- Record and track budget transfers.
- Monitor and manage past due tuition balances with placement into third party collection agencies.
- Work with the Associate Controller in writing off balances on an annual basis.
- Administer campus-based loans.
- Maintain campus-based loan funds.
- Manage loan fund collections.

### **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 II](#)

*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.*