

C O L L E G E O F SAINT MARY

Staff Accountant II

Are you a detail-oriented accountant looking for a hands-on role that supports the financial operations of a mission-driven institution? The Staff Accountant II is a key member of the Financial Services team, responsible for maintaining accurate financial records and supporting student accounts, collections, and campus-based loan administration. This position works closely with the Associate Controller and Director of Student Accounts to ensure accurate execution of accounting activities and compliance with established procedures.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree in Accounting, Finance, Economics, or a related field
- Three to five years of accounting or bookkeeping experience
- Experience with campus-based loan funds or accounts receivable is preferred
- Strong attention to detail, organization, and follow-through

Key Responsibilities Include:

- Identify and record daily cash activity
- Maintain and reconcile the general operating bank account and loan fund bank accounts
- Record EFT/ACH activity and ensure accurate posting to the general ledger
- Prepare, review, and post journal entries, including payroll-related entries
- Post monthly income and expense activity from PowerCampus to the general ledger
- Prepare and maintain monthly account reconciliations
- Record and track approved budget transfers

Student Accounts, Collections, and Loan Administration

- Process placement of past-due tuition balances with third-party collection agencies based on direction from the Director of Student Accounts (Express Center)
- Process transfers between collection placements as directed
- Prepare schedules & process approved account write-offs based on direction from Associate Controller
- Administer campus-based loan programs, including Federal Perkins and Nursing Loans
- Maintain borrower documentation, conduct borrower counseling, and coordinate loan servicing activity
- Maintain campus-based loan funds, prepare loan fund transfers, and generate required reports
- Coordinate third-party loan collection activity and reconcile collection agency reports

Why You Want to Be on This Team:

- You'll be part of a mission-centered team serving students and the broader community
- Comprehensive benefits including health insurance, paid time off, tuition remission, 403(b) with employer match, and wellness time
- A role with meaningful responsibility, collaboration, and long-term institutional impact

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.