The Business Office at Wofford College invites applications for a Senior Accountant.

Reporting to and working directly for the Controller, the Senior Accountant has primary responsibility for the majority of the College’s ongoing general ledger accounting processes. The Senior Accountant records and reconciles monthly account activity in addition to accounting for the College’s fixed assets.

The Senior Accountant is a full-time non-exempt position, and contingent upon the College’s fiscal timelines and events, occasional evenings or weekends will be expected; otherwise, the normal works schedule is 8:30am to 5pm, Monday through Friday. The minimal working hours expected is 40 hours/week.

**KEY RESPONSIBILITIES**

- Reconciliation of accounts in the general ledger, including long-term investment accounts, accounts receivable, other assets, accrued liabilities and various other accounts
- Accounting for fixed asset acquisitions, disposals and depreciation
- Monitoring and reconciling monthly bank account activity
- Monitoring and reconciling merchant credit card transactions
- Assisting, as necessary, with the student billing process and responding to student/parent inquiries
- Monitoring, accounting for, and reporting to relevant state governments on unclaimed property
- Annual preparation of Forms 1098-T, as well as responding to related student/parent inquiries
- Preparing monthly journal entries and cost allocations to departments
- Maintaining and preparing accounting records in good order to facilitate the annual financial statement audit
- Other Service – As a key member of the Business Office, the Senior Accountant contributes to the life of Wofford College through his/her participations in College-wide initiatives, committees and events, and further, assists with additional accounting responsibilities and other matters as the need arises

**QUALIFICATIONS**

Preference will be provided for candidates with a degree in Accounting (or closely related) and have minimally two years of experience. Candidates with an equivalent combination of experience and advanced training will also be considered.
Experience in higher education and working with government or private foundation grants will prove to be valuable in this position. Excellent communication and presentation skills to explain budgetary concepts to a wide and diverse audience is highly desirable.

APPLICATION
All application materials must be submitted electronically to SrAccount@wofford.edu . Application materials include: (1) a letter of application explaining how you meet the qualifications of this position; (2) a current resume; (3) names and contact information for (minimally) three professional references, and (4) your required salary for this position.

For assured consideration, application materials must be received no later than midnight, July 15, 2019.

BENEFITS
Wofford College provides a competitive full-time benefits package including retirement savings, comprehensive major medical insurance, eligibility for tuition remission for qualifying dependents, life and disability insurances, and other accompanying fringes.