



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Senior Accountant

Classification: Exempt

Reports To: Controller

Job Summary/Objective: Perform varied accounting, financial and analytical tasks for the purpose of supporting the accounting functional responsibilities of the Controller's Office.

Position Type/Expected Work Hours: Full time

Supervisory Responsibilities: None

Essential Responsibilities

- Assist in the maintenance of accounting records in accordance with Generally Accepted Accounting Principles.
- Work well with a diverse population of faculty, staff, and students, as well as develop good interpersonal relationships with College administrators.
- Resolve problems utilizing critical thinking and sound judgment based on best practice.
- For specified complex accounting areas, prepare reconciliations and related account analyses on a periodic (monthly or quarterly) basis. Resolve differences.
- Conduct special analytical studies and other non-routine assignments requiring accounting and financial skills. Prepare and interpret management reports.
- Support the department and the College's Banner electronic management system super users group by providing support, guidance and training and promote best practice within the Business Office and other administrative departments.
- Significant assistance to the Controller in preparation of financial statements and required compliance reports and support for independent audits.
- Prepare, input, and review journal entries.
- Execute cash asset management in a controlled environment with various checks and balances to provide appropriate internal controls.

- Perform a variety of accounting tasks with speed and accuracy. Quickly learn the College's accounting structure, procedures, and processes.
- Responsible for various regulatory and tax compliance reporting including but not limited to sales tax, FISAP, and IPEDS.
- Various research projects as assigned by the Controller.

Qualifications

- Bachelor's degree in accounting preferred.
- Four years in accounting with demonstrated progression of responsibilities. Private college or non-profit experience preferred.
- Demonstrated experience with automated accounting systems (Banner preferred), general accounting principles, tax regulations, spreadsheet application, e.g., Microsoft Excel, and word processing, e.g., Microsoft Word.
- Excellent written and verbal communication skills; ten key by touch; rapid and accurate data entry and computations.
- The ability to take a logical and organized approach to problem solving is paramount to success. A high degree of motivation and the ability to work on multiple priority tasks is critical.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions in an office environment.

Physical Demands

Frequently required to speak clearly, hear (high acuity and conversation), see far, and use depth perception. Constantly required to sit, use finger movement and see near. Frequent calculating, interrupted work, variety of interrelated tasks, sustained concentration and use of reasoning, judgment, resourcefulness, analytical ability and ingenuity.

Occasionally required to stand, walk, climb, stoop, kneel, crouch, reach high and low levels and lift, carry and/or pull an object weighing a maximum of 25 pounds.

Deadline for Submission: March 28, 2018; 5pm eastern standard time. Consideration of qualified candidates will begin immediately and the position will be open until filled.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: Please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to sraccountant@sbc.edu.