



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: Staff Accountant

Classification: Exempt

Reports To: Controller

Job Summary/Objective: Under broad supervision, support the accounting, reporting, and financial functions of the Controller's Office.

Position Type/Expected Work Hours: Full time

Supervisory Responsibilities: None

Essential Responsibilities

- Prepare, input, and verify standard and non-standard journal entries.
- Prepare general ledger account reconciliations and resolve differences.
- Prepare bank account reconciliations and resolve differences.
- Perform a variety of accounting tasks with speed and accuracy. Quickly learn the College's accounting structure, procedures, and processes.
- Work well with a diverse population of faculty, staff, and students, as well as develop good interpersonal relationships with College administrators.
- Manage work requirements which include frequent calculating, interrupted work, support of a variety of interrelated tasks, sustained concentration, and use of reasoning, judgment, resourcefulness, analytical ability, and ingenuity.
- Resolve problems efficiently and effectively, utilizing sound judgment and accounting best practices.
- Research general ledger entries and prepare journal entry corrections when needed.
- Assist with the research, and schedule preparation associated with the annual audit, budget, student billing, accounts payable process and other analysis as needed.
- Perform routine daily accounting tasks as assigned.
- Respond to requests for information and research made by College departments.

Sweet Briar College Job Description

- Verify accuracy of financial information provided by departments outside the general accounting area and process as needed.
- Execute cash asset management in a controlled environment with various checks and balances required to minimize error, maintain financial security and protect confidentiality of financial information.
- Processing support for a purchase card system used by college employees for travel and departmental credit card needs

Qualifications

- The applicant will hold a Bachelor's degree in accounting.
- Two years in accounting or related work, non-profit experience preferred
- Demonstrated experience with automated accounting system, general accounting principles, spreadsheet application (i.e., Microsoft Excel), and word processing (i.e., Microsoft Word).
- Good written and verbal communication skills; ten key by touch typing; 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 staffaccountant@sbc.edu.