

Moore College of Art and Design
Job Description

Status: Non -Exempt
Position: Staff Accountant – Entry Level
Reports to: Controller & Director of Financial Aid

This is an entry level position responsible for maintaining the general ledger and assisting in the departmental budgeting and reporting activities to ensure that the financial reports of the College are accurate and timely. This position also assists the Financial Aid office with reconciliations, work-study payroll and other projects.

Requirements:

- A Bachelor's degree in business administration with a major in accounting is required. An equivalent combination of education and experience may be considered.
- Extensive customer service experience and the ability to communicate effectively with diverse constituencies.
- Extensive experience with computer based accounting systems and Windows based software including Excel, Access and Word is required.
- A team-based work ethic and a customer service focus are essential.

Responsibilities:

Business Office

1. General Ledger Management, in concert with the Controller:

- a) Maintains the general ledger including the chart of accounts: sets up new accounts/files; assigns all transactions to general ledger accounts; prepares all routine and correcting journal entries; generates trial balance and general ledger detail reports to ensure accounts are in balance.
- b) Monitor the subsidiary ledger activity and post to the general ledger
- c) Manages the bank reconciliation process: conducts the reconciliation on all accounts monthly; initiates all correcting journal entries.

2. Accounts Receivable process:

- a) Assist in the billing process for all student accounts including the computer processes and the preparation of student invoices.
- b) Assist in the beginning status of the collection cycle for past due, non-enrolled student accounts.
- c) Assist in the preparation of all reports necessary to the A/R process and the interaction with the general ledger.

3. Budget management, in concert with the Controller:

- a) Manage the budget submission process: generates budget documents; consults with department managers and assists in budget preparation as needed.
- b) Consult with department managers as needed throughout the year; prepare and enter budget adjustments.

Financial Aid

1. Reconciliation of institutional and federal funds between PowerFaid and PowerCampus.
2. Contact students with outstanding financial aid items/bills.
3. Prepare clearance forms.
4. Assist with checking federal work study timesheets/spreadsheet.
5. Re-organize the filing system in the offices.
6. Assist with entering credits and year in school for the AES PHEAA program during specific times each semester.
7. Assist with putting together incoming packaging information during the time of the parameter roll (Nov-Dec)
8. Assist with pulling information for auditors

Other duties and projects as assigned.

To Apply:

Interested candidates send your resume and cover letter **with salary requirements** to: Moore College of Art and Design; 20th Street and The Parkway; Attn: Director of Human Resources; Philadelphia, PA 19103 fax: 215.568.1773, email: HR@Moore.edu.

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