



**Position Title:** Accounting Staff  
**Reports To:** Comptroller  
**Classification:** Non-Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

**Position Overview:** The Accounting Staff position is responsible for maintaining financial records. Assisting with accounts payable, accounts receivable, payroll, and various projects for the Comptroller. Confirming compliance with IRS rules, reconciling bank statements, and balancing the ledger for regular reports.

**Key Responsibilities:**

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

**Position Responsibilities:**

- Verify general ledger posting details; prepare Excel spreadsheets and various reports.
- Balance checks to verify status (cleared or outstanding)
- Reconcile and notify discrepancies.
- Review bank deposit ensuring balance with the Campus Vue report.
- Generate a daily report of credit cards (charge back)
- Close Intercompany monthly.
- Post Journal Entries as needed.
- On a monthly basis, review statements and corresponding invoices.
- Charge corresponding accounts; prepare and input general ledger entries.
- Run accounts ledger cards and match with student files.
- Match refund checks with student files; obtain appropriate signatures.
- Bank statement daily checks; bank reconciliation
- Receive and review student payments (cash and check)
- Assists accounts payable department.

**Requirements:**

- Associate degree in Accounting, Finance, or related field. Bachelor preferred.
- 2-3 years of general ledger and/or public accounting
- Experience working with budgets.
- Advanced Microsoft Excel skills including ability to manipulate large amounts of data and work with complex formulas/advanced Excel functions.

**Key Competencies**

- Numerical, literacy, organization, and planning skills
- Work management and prioritizing skills.
- Verbal and written communication skills
- Problem solving ability, attention to detail.
- Accuracy, flexibility, reliability, teamwork

**Schedule:**

- Monday - Thursday: 2 days from 8:00am to 5:00pm and 2 days from 12:00pm to 9:00pm
- \*Fridays alternate (*campus closes at 7pm*) (8:00am to 5:00pm or 10:00am to 7:00pm)

**Job Type**

Full-time

**Benefits:**

- Health insurance (medical, dental, vision)
- Paid Time Off
- Tuition waiver
- Tuition reimbursement
- 401(k)
- 401(k) matching
- Life insurance

**Working Conditions**

General office working conditions. The noise level is at normal office capacity.

**Physical Demands**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

**Safety Hazard of the Job**

Minimal Hazards.

**Note:** The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

**Notification to candidates:**

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

**To apply for this position please click on the link below:**

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>