



NATIONAL AMERICAN UNIVERSITY

To apply, submit an employment application ([click here for application](#)),
resume, and letter of interest to : Controller

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Rapid City, SD 57701

SENIOR ACCOUNTANT Position Description

Summary

The Senior Accountant prepares accounting information to assist in producing financial statements in accordance with generally accepted accounting principles in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications

The Senior Accountant must satisfy the following minimum qualifications:

1. Bachelor's degree in accounting or business related field; and
2. Three years of work experience in the area of full-charge bookkeeping with one year in the area of computerized accounting setup and report writing.

Skills and Attributes

The Senior Accountant must possess the following skills and attributes: Ten-key/computer keyboarding; advanced computer skills; excellent attention to detail and follow-up; good oral and written communication skills with ability to effectively establish rapport and present information; dependability; tolerance for multiple demands; administrative recall of procedures; an ability to learn and maintain confidentiality.

Essential Functions

The Senior Accountant performs the following essential functions:

1. Enters general ledger entries including deposits and other miscellaneous entries.
2. Balances and reconciles asset and liability accounts to the general ledger; reconciles student accounts to the general ledger.
3. Analyzes account activity, reconciles accounts and makes adjusting entries from approved budgets.
4. Provides accounting service and prepares monthly account reconciliations for a variety of account types.
5. Calculates cost sharing amounts and assigns appropriate amounts.
6. Provides technical advice and service to staff and provides advice on complex accounting matters to department and/or university staff.
7. Researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions.
8. Prepares and assists in preparation of financial and administrative reports for planning purposes.
9. Assists with audit preparation.
10. Accounts for Title IV funds including preparing fund requests and journal entries.
11. Prepares federal, state, and local tax returns.
12. Prepares miscellaneous invoices and track accounts receivable.

13. Prepares and distributes custom financial reports for campus and university leadership.
14. Performs other duties as assigned.

Required Work Hours

A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

Reporting and Supervisory Responsibilities

1. The Senior Accountant reports to the Controller.
2. This position has no supervisory responsibilities.

Physical Requirements

The Senior Accountant must be able to speak, hear, see, write, type, dial, reach, and bend.

Travel

Periodic travel, including airline travel and overnight stays, may be required.