

WINGATE UNIVERSITY

Founded in 1896

Senior Accountant – Business Office

Classification: Full-time/Exempt (12-month position)

Reports to: Controller

POSITION 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.

Qualifications:

- Bachelor's degree in Accounting or Business related field required
- Minimum 5 years of previous experience in accounting required
- Ability to exercise discretion and independent judgement in decision making
- Ability to work cooperatively and function efficiently in a team environment
- Ability to multitask and prioritize responsibilities
- Must possess excellent customer service skills, and an ability to serve and support all customers of the University (both internal and external)
- Ability to work with staff, faculty, students, and public
- Computer literacy and ability to learn and adapt to University software programs

Responsibilities:

- Monthly reconciliation of Investment accounts and related schedules
- Monthly reconciliation of University Balance Sheet accounts
- Assist with financial statements, annual financial reports, audit activities, and other information reports and requests
- Assist in ensuring the accuracy and integrity of financial reporting
- Assist with process and system changes
- Maintain timely Escheat check reporting
- Post Accounts Receivable daily batches
- Other duties as assigned by the Associate Controller and/or Controller