



ACCOUNTING MANAGER FULL-TIME

JOB DESCRIPTION

The Accounting Manager reports to the Vice President for Business Affairs and formulates policies and business strategies and provides the general direction for the Business Affairs Department. The Accounting Manager extends high-level administrative support to the Vice President for Business Affairs in directing project work. The Accounting Manager serves as a member of the Finance management team and works with the Vice President and members of the President's staff in all areas of financial responsibility.

ESSENTIAL RESPONSIBILITIES:

- Develops, coordinates and directs operational activities at the highest level of management under direction of the Vice President for Business Affairs;
- Directly supervises and maintains quality control of the following areas: accounts payable, accounts receivable, student finance, general ledger, purchasing, and fixed assets accounting, grants account and credit card/ACH processing;
- Conducts research, prepares statistical reports and handles information requests from the Vice President or President;
- Assists the Vice President in preparation of all College audits;
- Oversees project activities in the Business Office and compiles comprehensive progress reports for the President's Cabinet and Vice President;
- Reviews financial statements, sales and activity reports of various departments;
- Directs financial reporting to meet regulatory and campus needs;
- Manages the scheduling of the use of College facilities and ensures calendar is current;
- Processes the Bi-Weekly Payroll for College Faculty and Staff;
- Supervises and trains clerical staff in the Business Office.

Student Accounts Receivable

- Maintains student accounts receivable by developing and implementing financial policies and systems that track and record school expenditures and revenues
- Prepares student invoices, forms and correspondence for each semester's tuition payments;
- Enters and maintains tuition and course fees in institution network based

administration system;

- Collects student tuition and fees and maintains records of student accounts
- Remains current on regulations governing the Title IV Programs and the Tuition Assistance Program (TAP);
- Verifies accuracy of Financial Aid before distribution to student accounts;
- Answers student / parent questions pertaining to payment plans covering student indebtedness;
- Posts student loans, scholarships, awards, etc. as approved by the Financial Aid Department;
- Certifies that student's tuition is paid in full prior to the release of a diploma or records;
- Maintains records of students that are delinquent in making payments in a timely manner;
- Refunds monies for overpayment of student loan proceeds;

Miscellaneous

- Supports the philosophy and objectives of the College
- Participates in College functions
- Serve on committees of the College as needed
- Carries out other duties as assigned to fulfill the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree required in accounting, business management or related field;
- Four years' experience in higher education and/or office administration;
- Strong knowledge of non-profit accounting principles and processes;
- Excellent supervision and administrative skills including, but not limited to: strategic planning, personnel budget and resource management;
- Strong analytical, critical thinking, project management, problem recognition, and resolution skills;
- A high professional standard and a personal code of ethics characterized by honesty, integrity, openness, and fairness;
- Ability to interpret and apply account principles and regulations;
- Possesses proven experience in project management and implementation.
- Demonstrates excellent written and verbal communication skills:
- Demonstrate negotiation and excellent interpersonal skills.

SALARY: Competitive

APPOINTMENT: As soon as possible.

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Internal Posting Deadline: Review will begin immediately and will continue until the position is filled.

External Posting Deadline: Review will begin immediately and will continue until the position is filled.