



## **JOB DESCRIPTION**

**TITLE:** Director of Accounting Services  
**DEPARTMENT:** Business Office  
**REPORTS TO:** Vice President for Finance  
**SUPERVISES:** Student Accounts Manager & Accounts Payable Coordinator  
**STATUS:** Full-Time  
**CLASSIFICATION:** Exempt

**MISSION STATEMENT:** *"Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service."*

**OUR CORE VALUES:** *"Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."*

### **POSITION SUMMARY:**

Reporting directly to the Vice President for Finance, the Director of Accounting Services is responsible for recording, reporting, and reconciling transactions in conformity with the generally accepted accounting principles, standards, and practices for higher education. This position supports the College's Vice President for Finance in ensuring the integrity of the College's financial information for the purposes of accurate and timely reporting, decision-making, and strategic planning and is responsible for oversight of general accounting, fixed assets, payroll, student accounts, and accounts payable. The Director works to promote accounting integrity by helping to develop and maintain effective internal controls. The Director will assist in the preparation of year-end financials and work with external auditors for the College's annual audits; be responsible for the monthly closing process, and the maintenance of ledger accounts and internal accounting processes to ensure that practices align with the overall goals of the College.

### **ESSENTIAL RESPONSIBILITIES:**

- Supervises and trains the business office staff and assists them with sensitive problems, technical issues, and conflict resolution; assigns and monitors work and evaluates performance.
- Prepares the bi-weekly payroll for College faculty and staff.
- Reviews and approves journal entries for accuracy.
- Oversees and maintains quality control of the following areas: general accounting, fixed assets, student accounts, credit card/ACH processing and accounts payable functions to ensure that effective and efficient service is provided within appropriate state and federal procedures and regulations.
- Maintains petty cash accounts and various auxiliary accounts; identifies and implements corrective systems, if needed.
- Assists the Vice President in preparation of all College audits.
- Communicates policy/procedure issues with College departments; Works with business office staff to ensure strong customer service to internal and external customers.
- Directs financial reporting to meet regulatory and campus needs.
- Conducts research, prepares statistical reports and handles information requests from the Vice President or President.
- Oversees project activities in the Business Office and compiles comprehensive progress reports for the President's Cabinet and Vice President.
- Supports the philosophy, objectives, and mission of the College.
- Participates in College functions and serves on committees as needed.
- Performs other duties and responsibilities related to those listed above which do not alter the basic level of responsibility of the position.

#### **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Business Administration, or related field required. MBA preferred.
- At least three (3) years of relevant experience; preference will be given to those with experience in higher education accounting.
- Strong knowledge of not-for-profit accounting principles and procedures.
- Strong knowledge of payroll processes required; knowledge of Paylocity payroll system highly preferred.
- Excellent supervision and administrative skills.
- 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 accounting principles and regulations.
- Possesses proven experience in project management and implementation.
- Demonstrates excellent written and verbal communication skills.
- Demonstrates excellent interpersonal skills.
- Excellent technical accounting skills and knowledge (including FASB, IRS regulations, etc.)

- Superior computer and software skills, particularly MS Office; MSDynamics Great Plains experience preferred.
- Must be able to independently set priorities to meet the needs of the organization and achieve the needed results.
- *Must have the ability to interact well with diverse community of students, parents, faculty, and staff.*
- Must have a passionate commitment to the culture and mission of Villa Maria College.

**WORK ENVIRONMENT:**

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

**SALARY RANGE: \$70,000-75,000**