

SOUTHERN ARKANSAS UNIVERSITY TECH

Position Vacancy Notice

POSITION TITLE: ACCOUNTANT II

DATE POSITION AVAILABLE: February 4, 2019

APPLICATION DEADLINE: Applications will be accepted until position is filled. Deadline for first consideration is February 8, 2019.

JOB DESCRIPTION:

The Accountant works under general supervision and is responsible for maintenance, analysis, interpretation, and management of financial accounting data related to accounts receivables and cash management. This position is a labor grade C117 on the state pay plan and is governed by Generally Accepted Accounting Principles, state and federal laws, and institutional policy.

Specifically, the job assignment includes, but is not limited to:

1. Maintains accounting records to record receivables and cash received to accurately record and reflect the institution's fiscal status.
2. Assists in the maintenance of all student account records to include 3rd party billing, scholarships, cash receipts, financial aid and processing drop/add forms.
3. Responsible for cash management to include the collection and receipting of all cash income to SAU Tech, Arkansas Fire Training Academy, Arkansas Environmental Training Academy and SAU Tech Career Academy.
4. Close the cash register on assigned days to balance with the daily POISE receipts.
5. Responsible for maintaining the receivables for the Concurrent (high school) program to include determining student's balance due and preparing third party bills to the school districts.
6. Serves as the campus correspondent with FACTS Tuition E-Cashier and works with the Assistant Controller in processing FACTS payments.
7. Initiates letters and/or phone calls on all outstanding debts related to tuition, fees, books, and other miscellaneous A/R problems.
8. Enter/verify direct deposit information for student refunds.
9. Address students' concerns/questions about student accounts, application of financial aid and refunds.
10. Performs related responsibilities as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of accounting. Knowledge of financial statements and reports. Knowledge of accounting ledgers and journals. Knowledge of Microsoft Office and computer technology related to accounting systems. Ability to develop and maintain manual or computerized accounting systems. Ability to interpret and apply the provisions of laws, rules, or policies to specific situations. Ability to analyze data and prepare reports. Ability to maintain routine accounting data in appropriate ledgers and journals. Ability to provide guidance and technical assistance to agency/institution management and staff.

MINIMUM QUALIFICATIONS:

1. The formal education equivalent of a bachelor's degree in accounting; plus one year of experience in accounting or a related area.
2. Background check required.

PREFERRED QUALIFICATIONS

1. Experience in POISE administrative computer system.
2. Relative work experience at a college or with a state agency.

SALARY: \$32,249

DATE OF NOTICE: January 23, 2019

APPLICATION PROCEDURE: Application form is available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu



Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applications from qualified women and ethnic minority group members are strongly encouraged.