POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position: Senior Accountant</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Core Hours: Mon-Fri during regular business hours of the College; additional hours may be required to complete duties of position</td>
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<tr>
<td>Department:</td>
<td>Division: Administration &amp; Finance</td>
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<td>FLSA Status:</td>
<td>FLSA Exemption: Administrative</td>
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Position Summary
The Senior Accountant is responsible for supporting a variety of College-wide projects involving business processes and costs and for coordinating the use of financial information to support decision-making in a complex financial environment. Primary responsibilities include the coordination, preparation and filing of the College’s, and affiliated entities’, tax and compliance reports; assisting in the preparation of financial statements in accordance with generally accepted accounting principles for not-for-profit organizations, internal financial statements, management reports and analyses, and mandated federal, state and other financial reports; and assisting in the coordination of various audits. The Senior Accountant also performs the recordkeeping or extracts data for recording of key financial accounting activities. Comprehension of current accounting regulation and proposed changes, as well as practical application of accounting theory to tasks such as transaction accounting, account analyses, and accounting projects is required. In addition, responsibilities include a shared core role in the management of the financial information systems, banking system interfaces, and other related computerized systems.

Essential Job Functions

1. Primary role in the coordination and preparation and filing of the College’s, and affiliated entities’, tax/compliance reports, including Forms 990, 990T, 1120, PA RCT-101, FBAR, Bureau of Charitable Organization registration;
2. Assist in coordination and preparation of the College’s external consolidated audited financial statements in close partnership with the Associate Vice President & Controller and the Assistant Controller. The external financial statements and footnote disclosures require the application of specialized and complex generally accepted accounting principles governing not-for-profit organizations, such as ASU No. 2016-14, ASU No. 2016-02, ASU-2014-09, and the AICPA Audit and Accounting Guide;
3. Primary role in the coordination and preparation of other College audits, including the annual A-133 and Institutional Assistant Grants report;
4. Performs a key role as administrator and user of the financial systems used to extract data from the general accounting and student financial information databases
5. Performs a key role as administrator and/or user of other information systems/programs that affect the general accounting and student financial information databases (e.g. housing and dining system (OneCard));
6. Perform monthly and year-end closing accounting tasks (prepare journal entries, perform reconciliations and analytical reviews for assigned balance sheet, revenue, and expense accounts);

7. Manages bank activity, including preparing journal entries and/or entering transactions into the financial information system, ensuring reconciliation of bank statements, and serving as liaison with bank representatives.

8. Shared support for oversight of the general ledger ("GL"), including coordinating with staff to ensure integrity of GL accounts, review and approval of GL journal entries, set up/inactivate GL accounts, review and reconcile GL discrepancies, open and close fiscal periods, including rolling over general ledger to next fiscal year;

9. Prepares/coordinates the preparation of ad hoc financial information reports and surveys, such as data for rating agencies, if applicable, government filings for IPEDs, HEDs, the Commerce Department, Census Bureau, NCAA, and private foundations;

10. Manage and assist in the general and endowment accounting functions, including restricted accounts;

11. Proactively recommends process improvements with regard to monthly and year-end accounting processes and procedures as well as improvements to reporting and information systems needs of the Controller's Office;

12. Serve as resource and mentor to Controller’s Office team; and provide cross coverage to other staff members as necessary

13. Participates in the development of policies and procedures;

14. Assists the Associate Vice President and Controller by assuming leadership of a variety of special projects relating to the financial and other operations of the College;

15. Perform other related duties as assigned.

**Physical Demands:**
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand; walk; sit; and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Regularly required to talk and hear; verbally express information or instructions

<table>
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<tr>
<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
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</thead>
<tbody>
<tr>
<td>Stand</td>
<td>Sit</td>
<td>Lift/Carry/Push/Pull 0-10 lbs.</td>
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<tr>
<td>Walk</td>
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<td>Drive</td>
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<td>Reach</td>
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<td>Bend</td>
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<td>Climb</td>
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<tr>
<td>Crawl</td>
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</table>
**Squat**
Lift/Carry/Push/Pull 11-50 lbs.

**Work Environment:**
The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. The individual is routinely exposed to indoor conditions, minimum outdoor weather and temperature extremes, and moderate noise level.

**Qualifications/Prerequisites:**

1. **COMMUNICATION**
   a. Excellent verbal and written communications skills

2. **SKILLS**
   a. Strong and proven managerial/supervisory skills required
   b. Excellent analytic skills required
   c. Possess knowledge of the rules and regulations related to the business and finance aspects of managing the college
   d. Demonstrated strong administrative, management, interpersonal, and problems solving skills
   e. Strong computer literacy, specifically in Excel, GP Dynamics, PowerCampus
   f. Ability to work with a high degree of confidentiality

3. **EMPLOYMENT EXPERIENCE**
   a. 4+ years’ experience in accounting, finance or business administration required;
   b. 2+ years’ successful supervisory experience preferred;
   c. Previous experience in an academic setting, specifically in the controller’s office, helpful.

3. **EDUCATION**
   a. Bachelor’s degree in accounting, finance or business administration required with a minimum of four to five years’ experience
   b. Master of Business Administration (M.B.A.) or master’s degree in related field preferred; however demonstrated experience in the ability to both prepare and analyze financial statements through the audit engagement in lieu of master’s degree will be considered

4. **LICENSES/CERTIFICATIONS**
   a. Certified Public Account (CPA), or experience in CPA setting with higher education clients helpful.
This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Rev. 12/2018