



## **Vacancy Announcement Staff Accountant**

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

The Division of Business Affairs is seeking to fill the position of Staff Accountant. Reporting to the Assistant Vice President of Business Affairs/Comptroller, the Staff Accountant will ensure that all accounting transactions are posted timely and accurately, with the necessary controls in place.

### **Job Duties and Responsibilities:**

- Analyze and reconcile balance sheet and P&L accounts
- Audit petty cash regularly (at least weekly)
- Prepare monthly bank reconciliation of all bank accounts and report any disparities to the AVP/Business Affairs/Comptroller and the Vice President for Business Affairs
- Prepare and post monthly journal entries
- Assist in reconciling of sub-ledgers to general ledger regularly
- Prepare monthly closing as well as annual closing
- Assist in the coordination and preparation for annual audit
- Assign account numbers when required
- Maintain good filing system of all accounting documents
- Assist in the preparation of financial reports
- Audit athletic and special event ticket and ticket sales proceeds
- Prepare 1099 forms
- Serve as backup to Cashier
- Post students accounts receivable information to the general ledger
- Perform other duties as assigned

### **Qualifications:**

- Bachelor's degree, with an accounting major or concentration, from an accredited university
- Minimum three (3) years relevant experience (preferably at a college/university) with progressive responsibilities
- Good oral/written communication skills; people-orientation with customer focused; high proficiency with computer programs such as Microsoft Office, Jenzabar with the ability to learn quickly; detail orientation are all highly preferable skills, knowledge and abilities
- Must be bondable

**Salary:** Commensurate with experience

**Applications Deadline:**

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

**For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>**

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