



Position: Accounting Assistant for Finance & Administration

Location: Montreat, NC

Start Date: Immediately

Application Deadline: Until Filled

Summary: This position provides Accounting assistance and clerical support to the Finance & Administration's Business Office.

Duties/Responsibilities:

Assist Controller with maintaining the General Ledger, including account reconciliations

Bank Reconciliations

P-Card Reconciliations

College Credit Card Reconciliations

Customer service that includes all professional responsibilities associated with the Business Office, including front desk and data input

Enter journal entries as needed for office staff

Assist accounts payable with invoice processing and entry into Great Plains, as needed

Call vendors and pay invoices using College P-Cards

Prepare and maintain all Business Office files and other reports as requested

Assist with collection and distribution of mail for the Business Office

Prepare and maintain all Business Office files and other reports as requested

Creating and updating Policies & Procedures within Finance area

Customer service for Student Accounts

Book Vouchers

Assist with student refund processing

Reconcile Financial Aid disbursement accounts

Assist with student check in

Audit student records

Follow up on delinquent student accounts

Other duties as assigned:

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be self-motivated and able to multitask. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

This position requires a high school diploma or general education degree (GED) and an Associate's degree or higher from an accredited college, accounting degree preferred. One to three years of related Accounting experience required. Ability to use specialized equipment is required. Attention to detail is a must.

COMPLEXITY

This position requires the ability to carry out detailed written/oral/diagram form instructions. Deals with standardized situations involving several variables.

ACCOUNTABILITY

The position follows practices or routines that are established by others and/or provides support to employees within the same department.

COMMUNICATION SKILLS

The position requires the ability to greet callers and visitors, answer questions about the college, and employ good communication skills and tact. Proofread correspondence for spelling, grammar, and content errors. Effective human relation skills are required to communicate with all customers including faculty members, students, parents and visitors to the college. Handles confidential information.

WORKING RELATIONSHIP

The position requires participation with peers or customers, and deals with items of a routine nature with frequent supervision. Participants address common issues and present information beneficial and routine to resolving problems.

DECISION MAKING/JUDGEMENT

This position regularly requires independent judgment in setting priorities and organizing work to accomplish results. Some of the responsibilities of this position are performed in accordance with existing procedures and instructions.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Visual demands include:

1. Proofreading and checking documents.
2. Using a keyboard to enter, retrieve or transform data.
3. Closely examining or inspecting materials.

Supervision: Reports to Controller

Application Process:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

1. Completed Application
<https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>
2. Professional Resume
3. Cover letter
3. Personal testimony of salvation
4. List of three professional references

By Mail:

Montreat College

P.O. Box 1267

Montreat, NC 28757

Or email to: pguffey@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities