



JOB DESCRIPTION

SENIOR ACCOUNTANT

Under the direction of the ERP and Accounting Manager, the incumbent performs advanced professional accounting work which requires a strong knowledge of GAAP (Generally Accepted Accounting Principles). This position uses extensive knowledge of accounting analysis to prepare, analyze, and/or audit financial information, accounting reports, budgets and financial aid grants.

As a representative for Palo Alto University (PAU), this position contributes to a high quality of client service that attracts and retains academically qualified, culturally diverse, and socially conscious populations of students, faculties and staff. This level of service ensures that everyone has a positive university experience and assists in achieving the PAU's commitment to "Engaging Minds, Improving Lives".

JOB DESCRIPTION

- Prepares journal transactions, resolves errors and initiates corrective action
- Examines financial documents for completeness, accuracy, and conformance with established policies and procedures
- Tactfully and clearly explains a wide variety of complex procedures and policies to individuals who have minimal knowledge of accounting related processes and procedures
- Participates in month and year-end processes
- Works across functional lines with managers and staff to effect process improvement
- Establishes and recommends to management, financial strategies, objectives, and policies for Accounting operations
- Responsible for monitoring, auditing and reconciling the financial records for assigned segments of the University including but not limited to:
 - Financial Aid (Federal and State) – Direct Loan, Pell, SEOG, Federal Work Study and Cal Grant
 - Endowment and Investments
 - Prepaids – Expenses, Deposits and Insurance
 - AR Cobra
 - Cafeteria Plan
 - Loan Fund
 - Bank reconciliations
- Assists with interim and annual financial statement and A-133 audits
- Performs Accounts Payable duties – processes student refunds, AP backup as needed
- Researches and solves transaction problems

- Compiles, analyzes, and reconciles financial information
- Prepares, maintains and reviews accounting reports
- Performs analytical or more technically difficult projects as assigned

ESSENTIAL QUALIFICATIONS

- Bachelor's degree with a major in accounting, business administration, finance or a closely related field from an accredited college/university
- 5+ years of professional, progressive accounting experience
- Strong knowledge of GAAP as applied in a university and/or non-profit environment
- Working experience monitoring and accounting for an organization's financial aid programs
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of this position

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced proficiency with Microsoft Excel, web browsers and integrated financial systems
- Excellent analytical and organizational skills, and strong attention to detail
- Outstanding interpersonal skills

To apply, please send resume and cover letter to Howard Smalls at hsmalls@paloaltou.edu.