



JOB DESCRIPTION

SENIOR ACCOUNTANT AND PURCHASING MANAGER

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".

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- Reviews the purchase orders and travel requisitions for approvals per the procurement and travel requisition policies
- Records purchase orders and travel requisitions in EX
- Prepares purchase orders and travel requisitions reports for upper management
- Prepares journal transactions, resolves errors and initiates corrective action
- Examines financial documents for completeness, accuracy, and conformance with established policies and procedures
- Compiles, prepares and analyzes financial reports and information. Disseminate reports to PAU managers
- 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 – Direct Loan, Pell, SEOG, Federal Work Study and Cal Grant
 - Prepaids – Expenses, Deposits and Insurance

- AR Cobra
 - Cafeteria Plan
 - Loan Fund
 - Bank reconciliations
 - Fidelity Activity
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- Assists with interim and annual financial statement and A-133 audits
 - Performs Accounts Payable duties – processes student refunds, AP backup as needed
 - Compiles, analyzes, and reconciles financial information
 - Answers inquiries and provides customer service on accounting, travel requisition and purchase order related issues
 - Researches and solves transaction problems
 - Prepares, maintains and reviews accounting reports
 - Assists with fiscal and statistical analysis
 - 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 Accounting experience
- Strong knowledge of GAAP as applied in a university and/or non-profit environment
- 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, preferably Jenzabar
- Excellent analytical and organizational skills, and strong attention to detail
- Outstanding interpersonal skills