

**Position:** Staff Accountant

**Department:** Finance

**Reports to:** Director of Financial Affairs

**Job Summary:** This position is responsible for maintaining general ledger accounts and assisting in various aspects of the financial accounting, budgeting, and reporting functions of the College.

**Duties and Responsibilities:**

- Prepare general ledger account analysis (AR, AP, Prepaid expenses, Miscellaneous Income, etc.)
- Manage Petty Cash funds
- Prepare purchase orders to be authorized by the Controller
- Process monthly inter-departmental charges to the general ledger
- Reconcile and prepare general journal and budget entries to the general ledger
- Maintain and reconcile activity on all corporate credit cards
- Responsible for various bank reconciliations on a monthly basis
- Prepare the annual abandoned property report
- Assist the Procurement Supervisor with year-end 1099 reporting
- Process journal entries
- Prepare a monthly reconciliation of due to/due from accounts
- Perform Accounts Payable functions as needed
- Assist in the preparation of audit schedules for the annual audit
- Develop ad hoc queries for Senior Management
- Perform other responsibilities as assigned by supervisors

**Qualifications:**

- Bachelor's degree, preferably in Accounting or Finance
- Some previous relevant work experience preferred, but not required
- Detail oriented, self-motivated, and a fast learner
- Excellent time management, organizational, written and verbal communication skills.
- Strong computer skills, specifically in Excel.
- Demonstrated ability to work effectively with individuals from diverse educational, cultural, and economic backgrounds.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the

intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is a private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility, and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

St. Francis College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

**Interested applicants can apply by clicking [here](#).**