

Job Title	Staff Accountant
PVN ID	BA-1703-001693
Category	Administrative Services
Location	BARUCH COLLEGE
Department	CAPS Accounting
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Dec 15, 2017 (Or Until Filled)

General Description

Title: Staff Accountant - Temp to Perm Position

Department: Accounting

Employment Status: Full-time, temp to perm

Summary:

Perform daily/monthly accounting and reporting functions for Baruch College Continuing and Professional Studies division, with specific emphasis on processing all refunds, credit memos, registrations and instructor payroll.

Responsibilities:

- Record registration income into accounting system
- Maintain registration files supporting entries to accounting system
- Work closely with registration/enrollment staff to ensure registration procedures are followed
- Process student refunds and credit memos
- Investigate student registration inquiries
- Work closely with bursar to ensure proper payment posting
- Reconcile online registrations and bank statement
- Prepared instructor Personal Action Forms.
- Prepare payroll entry to record all instructor cost to appropriate course/program
- Participates in special projects and perform other duties as assigned
- Prepares various registration analysis, as required

Other Duties

- On daily basis will maintain proper handling of daily registration process
- Ensure to have proper backup for student records
- Making copies, scanning and filing to maintain proper record keeping

Qualifications

Requirements:

Bachelor's degree in accounting or Finance required

Successful candidate should have a minimum 2-3 years related accounting experience

Detail oriented with strong analytical and follow-up skills

Computer skills in Excel and Word

Knowledge in QuickBooks, CERS and Campus CE is a plus

Strong communication skills in person and in writing

Inquisitive approach to problems and issues

Be organized, detail oriented and be able to meet deadlines

Should be able to work independently, flexible and work well in a small team environment.