



JOB DESCRIPTION

POSITION TITLE Senior Accountant – Benefits

REPORTS TO: Controller

PRIMARY FUNCTION: The Senior Accountant is responsible for Budget to Actual reviews for the College, grant compliance, Federal A133 Audit, Benefit Audits and related compliance.

AREAS OF RESPONSIBILITY:

1. Execute and oversee all accounting and due diligence activities for the College's Budgets
 - Coordinate and analyze budget-to-actual review for various College Departments
 - Assist the VP/Treasurer with annual budget preparation
2. Execute and oversee all accounting and due diligence activities for the College's Taxes
 - Oversee and/or prepare informational returns (1099s, 1042-S, etc.)
 - Maintain compliance with tax laws pertaining to Non-Resident Aliens (NRA). Compliance includes proper withholding on honorariums, stipends, room and board allowances, and other non-employee services
 - Prepare monthly reports/process monthly payments for NRA and Minnesota Nonresident Entertainer Tax
 - Stay current on relevant tax issues and provide guidance on the College's approach to managing ongoing tax risk
 - Compute both state and city sales tax due, prepare a monthly return, and remit the tax for the College
3. Responsible to monitor, review, and provide leadership to ongoing grants
 - Responsible for Federal A133 Audit and grant compliance
 - Request monthly drawdowns of federal funds
 - Review of quarterly federal grant reports that are submitted to agencies
 - Prepare and monitor Time and Effort Reporting
 - Other grant duties and grant compliance duties as assigned
4. Administer and oversee ongoing benefit audits and liabilities
 - Responsible for preparation of audited financial reports and workpapers for benefit plans
 - Responsible for related annual filings (5500's/990's) for benefit plans
 - Reconcile liabilities throughout the year and prepare liability workpapers for audit
 - Record and reconcile debt activity

5. Supervise Accounts Payable

- Supervise two accounts payable staff, oversee accounts payable processes, including payment of invoices, purchase card program, 1099 filings, vendor file maintenance, unclaimed property, credit balance monitoring
- Report annual unclaimed property to proper state authorities

6. Other duties

- Set-up and monitor Lawson unit/account
- Assist with special projects and other duties as assigned

SUPERVISORY RESPONSIBILITIES: Accounts Payable

CONTACTS: Interacts with entire campus and community

EDUCATION: **Essential:** BS/BA Degree
 Desirable: BS/BA Degree in Accounting or Related Field

EXPERIENCE: **Essential:** 4 years accounting
 Desirable: Experience at Staff Accountant level and experience working in higher education

KNOWLEDGE, SKILLS, ABILITIES:

- Experience with audit workpapers, financial statement, tax prep, and MIS.
- Ability to work effectively in a fast-paced, innovative team environment.
- Expert user of Excel, Access and ODBC
- Intermediate accounting skills
- Tax laws regarding purchasing & travel
- Knowledge of auditing practices
- Basic internal control procedures
- Must be accurate and detail oriented
- Multi-tasking ability and organizational skills
- Time management skills essential
- Retain a high level of confidentiality
- Good communication skills, both written and oral
- Comfortable with complex uploads and computer transactions
- Familiarity with Lawson a plus
- Knowledge of GAAP and the ability to maintain accurate records

PHYSICAL DEMANDS: N/A

WORKING ENVIRONMENT: Office Environment

WORK SCHEDULE: FTE: 1.00
 Term: Full year

Shift: Campus Office Hours, 8:00 – 5:00

APPROVAL:

Angela Mathews

DATE:

February 2012