WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

October 30, 2015

POSITION: ACCOUNTANT (CONTROLLER’S OFFICE)
( Class Code AD20/ Accountant/Fiscal Analyst I)

BAND: Band 04/ Level 04

STARTING SALARY: $29,408 minimum per year; actual salary will be commensurate with qualifications. (Agency Hiring Range $29,408 - $35,000)

JOB VACANCY: 201626

Minimum Training and Experience:
A bachelor's degree with 15 semester hours in accounting related courses; or an associate’s degree with 12 semester hours in accounting courses and one year of accounting experience; or a high school diploma and four years of experience in accounting required. Proficiency using spreadsheet, word processing and database software packages required. Experience in governmental or not-for-profit accounting preferred.

Knowledge, Skills and Abilities:
Knowledge of the principles, theories and practices of accounting. Ability to analyze and interpret complex accounting data. Ability to analyze financial transactions and prepare appropriate journal entries. Ability to generate computerized accounting reports and records. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public. Effective interpersonal skills.

Specific Duties:
Reporting to the Senior Accountant, the Accountant performs general accounting functions for the University and enters data into Finance system. Performs accounting activities for the University including, but not limited to, selected bank and account reconciliations; develops and maintains centralized invoicing function for all Foundations, Aramark, Bookstore, etc. and prepares year-end receivable accruals and prepares monthly report of expenditures incurred in the unexpended plant fund project accounts to the Statewide Permanent Improvement Reporting System (SPIRS). Responsible for daily printing and mailing accounts payable checks issued, keeping check sequence verified and quantities recorded and entering daily check number for data processing; verifies checks to vouchers to ensure accuracy of checks to be mailed; files computer generated accounting reports and updates monthly outstanding accounts payable check spreadsheet for information used by accounting staff for follow up. Enters journal entries daily and verifies that valid codes are used; assists individuals who experience difficulty editing journal entry templates which are maintained in Microsoft Excel. Provides clerical assistance including filing and office organization; responsible for record retention and shred room maintenance. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than November 12, 2015

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.