



Posting Date: June, 2018

Position: Staff Accountant

Department: Finance and Management

Hours per Week: Full-time

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. A Catholic College founded by the School Sisters of Saint Francis, we are dedicated to the undergraduate education of women while serving men and women in our adult and graduate programs. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being recognized among the top four Midwest Regional Universities in the 2018 *U.S. News & World Report* "Strong Commitment to Teaching" category for the eighth consecutive year.

The Department of Finance and Management seeks applicants for a full-time position as a Staff Accountant. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Perform general daily, weekly, monthly and annual accounting functions for the College accurately and in a timely manner. Includes the preparation and analysis of the financial statements and related fiscal systems of the College.

Qualifications

Zero (0) to two (2) years of accounting experience including demonstrated hands-on experience is preferred. In addition, the following is required:

- Must be proficient in Microsoft Office suite of products with demonstrated experience in Excel. Any direct experience of exposure to Colleague, or similar higher education ERP systems would be a plus.
- Demonstrated attention to detail and accuracy including accurate and efficient data entry skills.
- Requires strong organizational competence including the capacity to manage multiple tasks/deadlines and work with frequent interruptions.
- Requires the ability to effectively communicate and respond to both internal and external customers professionally and in a timely manner.
- Requires the ability to work independently and to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Requires basic problem-solving skills.



- Requires a flexible and collaborative work style and the ability to interact effectively with a variety of individuals and departments.
- Requires the ability to work with and maintain confidential information.
- Must be able to work outside normal business hours on occasion to perform year-end responsibilities, complete upgrades, resolve critical problems, etc.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

Education

Bachelor's degree in Accounting required. CPA candidate is a plus.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Please attach your cover letter, resume, and list of references to the on-line application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity