

Alverno College Accounting Manager Job Description

<u>Position Title:</u>	Accounting Manager	<u>Date:</u> October 2023
<u>Department:</u>	Finance/Accounting	<u>Status:</u> Full Time/12 month - Exempt
<u>Reports To:</u>	Controller	<u>Positioned Based in:</u> Milwaukee, WI
<u>Travel Required:</u>	N/A	

Position Overview: Reporting to the Controller, the Accounting Manager will be a key member of the Finance team and will manage a variety of tasks, including, maintenance and analysis of general accounting functions, preparation of month-end, budgeting and other related accounting reports and statements.

Principal Responsibilities:

- Assist in the preparation and analysis of financial statements, forecasts, reports, and budgets.
- Work as a liaison within Finance/Accounting and between departments to improve reporting, systems, reconciliations, processes, and procedures.
- Monitor internal accounting controls to ensure that they are functioning properly and in accordance with the College's policies and procedures.
- Review, maintain, document, and improve accounting policies and procedures.
- Develop and document financial procedures and reporting on grants awarded to the College, including acting as a liaison internally.
- Supervise the maintenance of the College's fixed asset system, including monitoring the accounting of capital project and fixed asset recordkeeping.
- Assist in all phases of annual audit and fiscal year-end close and reporting, including preparation of workpapers, schedules and analysis.
- Contribute in the preparation of supporting schedules and/or workpapers for federal and state tax returns.
- Prepare, data, materials, and forms for IPED's reporting, insurance reports, federal student aid EZ audit report, and other industry or government surveys and reports, as needed.
- Utilize College ERP systems, Colleague and ADP, to its fullest potential, including acting as the Finance liaison to connect our department to others as the campus continues to improve and enhance the utilization of the system.
- Assist in the monitoring, management and reporting of cash.
- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Other responsibilities and duties as assigned by management, to ensure the effective utilization of the company's resources and to ensure customer satisfaction.

Skills & Qualifications:

- Remarkably detail-oriented with a keen attention to detail and emphasis with numbers.
- Strong project management and organizational skills in which the ability to prioritize and manage multiple tasks/projects on time is essential.
- Extraordinary communication skills and the ability to communicate effectively with all stakeholders (internal and external), excellent situational adaptability.
- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross functional teams.
- Proficiency to work independently and efficiently; exercise initiative, resourcefulness, and good judgement; capability to maintain a high level of confidentiality.

- Flexible and comfortable working under pressure in a fast-paced environment.
- Decision maker, who exercises sound judgment, considers the relative costs, and benefits of potential actions, and provides recommendations for optimal solutions.
- Capacity to work flexible and irregular hours on occasion to perform year-end responsibilities, complete system upgrades, resolve critical problems.
- Demonstrated prior responsibility for financial reporting and related analysis.
- Skills to identify opportunities for process improvement, organize and manage multiple tasks, be exceptionally detail oriented, and possess excellent communication skills.
- Ability to read, write, and speak English; perform basic mathematical functions (add, subtract, multiply and divide).
- Follow oral and written instructions and communicate effectively with others in both oral and written form.

Education & Experience:

- Required:
 - Bachelor's degree in Accounting from an accredited university.
 - Four (4) years of related accounting and management experience.
 - Highly proficient in the use of the Microsoft Office Suite of products: Excel, PowerPoint, Word, Access, Outlook.
- Preferred:
 - Certified Public Accountant (CPA) designation is highly preferred.
 - Strong working knowledge of generally accepted accounting principles and their application in a non-profit environment.
 - Previous experience with Colleague and ADP software.
 - Previous experience with a higher education or a non-profit organization.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

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

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

***The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

***We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*