

Warren Wilson College
Position Description

POSITION TITLE: Accounting Specialist

REPORTS TO: Controller

DEPARTMENT: Accounting

POSITION SUMMARY:

The Accounting Specialist provides assistance to the Accounts Receivable Supervisor in the maintenance of the College's accounts receivable function and related activities; assists Accounts Payable Supervisor during vacations and other peak times; coordinates Institutional and Federal Perkins loans; performs all functions of student payroll; reconciles the College's sales tax and use tax and prepares tax form; performs general ledger maintenance; and services other areas of accounting as needed.

SPECIFIC RESPONSIBILITIES:

1. Assists Accounts Receivable Supervisor during peak work times, including maintaining a working knowledge of the procedures of student accounts.
2. Coordinates Institutional and Federal Perkins loans, including the submission of new loans and advances to the billing agency, processing documents and requesting checks for student loans, communicating changes and adjustments to billing agency, receiving checks from collections agencies and communicating payments to billing agency, communicating with borrowers, performing exit interviews, and the monthly reconciliation of the loan fund and billing agency invoices for both types of loans.
3. Disburses and reconciles petty cash accounts.
4. Responsible for all functions of student payroll.
5. Assists Accounts Payable Supervisor during vacations and other peak work times.
6. Performs certain General Ledger maintenance activities, including general journal entries on a daily basis, projected and adjusted budget entries, and adjusting journal entries from the auditors.
7. Performs reconciliation of sales tax from bookstore, college press, sage café, ELC, and the farm, calculates monthly use tax, and prepares sales/use tax form and fills out check request for sales/use tax to be paid.
8. Maintains staff accounts receivable and sends out staff bills.
9. Performs audit duties as required.
10. Reconciles Student Bank and Credit Card bank accounts.
11. Performs other accounting duties as requested.

WORKING CONDITIONS:

Office Environment

QUALIFICATIONS:

1. Minimum of two years of college in accounting, business or related area and a minimum of two years of accounting experience with a working knowledge of receivables, payables, and payroll.
2. Practical computer knowledge in the use of spreadsheets and word processing, using Excel and Microsoft Word.
3. Effective interpersonal skills required.
4. Possess high level of organization skills.
5. Ability to work with inexperienced student workers.
6. Ability to interact positively with students, staff and faculty.
7. Ability to interpret and follow federal regulations.

8. Continuous development in accounting area through recent courses or seminars desirable.