



# JOB DESCRIPTION



INFORMATION			
<b>Job Title:</b>	<i>Senior Accountant</i>	<b>Wkly. Hrs./Weeks:</b>	40/52
		<b>Pay Grade:</b>	
<b>Department:</b>	Accounting (1710)	<b>Classification</b>	
<b>Reports To:</b>	Controller	<b>Effective Date:</b>	

**SUMMARY**

Under the supervision of the Controller, supports the accounting function of the institution through the design, control and maintenance of accounting processes; performs advanced accounting functions; prepares special financial and statistical reports and statements; oversees the activities of more junior accounting and/or support staff within a business unit, as appropriate.

- ESSENTIAL FUNCTIONS**
- Support Controller in all aspects of accounting and treasury management
  - Formulate and manage internal controls and policies to comply with regulation and established best practices
  - Assist in the preparation of regular and ad hoc financial reports
  - Coordinate month-end and year-end closing process
  - Maintain detailed ledger and sub-ledger records for asset, liability, revenue, expense, and restricted fund accounts
  - Review expenditures to ensure compliance with budgets and funding restrictions
  - Assist in the preparation of budgets or forecasts
  - Prepare schedules and supplementary data for the annual audit
  - Analyze and interpret financial and non-financial data
  - Evaluate the company's accounting information to identify and resolve inaccuracies or imbalances
  - Develop and implement reporting procedures for external regulatory bodies such as BOE, EDD, IRS, DOE, and WASC
  - Utilize complex accounting systems and spreadsheets to process and analyze information
  - Other duties as assigned.
  - This position requires standing, sitting, walking, lifting, reaching, talking, hearing, seeing, learning, problem solving, and interacting with others throughout the workday.
  - Regular attendance is essential.

- COMPETENCIES**
- Must be computer proficient, especially in use of spreadsheet applications, and database and accounting systems.
  - Attention to detail and organizational skills essential.
  - Oral and written command of the English language.
  - Ability to compose, proofread and edit correspondence.
  - Possess excellent organizational skills.
  - Exercise confidentiality, good judgment and discernment.
  - Service oriented and able to interface with many people.
  - Multitasked in an environment with many distractions is a must.
  - Able to lift, pull, push, grasp and bend while lifting up to 20lbs.
  - Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
  - Reading and comprehending correspondence is imperative.

## QUALIFICATIONS

### *List minimum requirements to be considered for this position:*

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree in Accounting or Business Administration; Master's degree preferred
- Experience: 2+ years in a accounting function, preferably with an educational institution.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency, especially in spreadsheet applications and database systems.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread, and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

## WORKING CONDITIONS

### *List general working conditions for this position:*

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus
- Physical Demands: Must be able to lift 25 pounds
- Travel: Some travel required.

## ADDITIONAL INFORMATION

### *Minimum Conditions for Beginning Employment:*

Prior to beginning employment, in accordance with The Master's College policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

*If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.*

*The Master's College & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.*

## APPLICATION PROCESS

To be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

### **Selection Process:**

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

### **Application Procedures:**

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.