FINANCE & ADMINISTRATION
BUSINESS OFFICE

TITLE: Accountant

DUTIES: Responsible for assisting the Controller in accomplishing the goals and mission of the College by performing the necessary accounting functions. Duties include preparing quarterly and annual financial statements as well as monthly reconciliations between the general ledger, sub-ledgers, and other supporting records; creating and entering journal entries and performing other tasks related to month end closes; maintaining and updating records and sub-ledgers for all Fixed Assets and related depreciation; assisting in the preparation of the Form 990; coordinating the 1098T process to include coding, editing, and preparing of files for submission; preparing flux analyses on a regular basis to assist management in explaining variances; assisting the Controller during the year-end audit; reconciling all internet payments and petty cash fund; and maintaining a database of College-wide contracts.

REQUIRED: Bachelor's Degree in Accounting/Finance with a minimum of two (2) years' experience in related field, preferably in higher education. CPA designation preferred. Strong customer service, vision and interpersonal skills. Excellent project and time management skills. Demonstrated ability to communicate effectively, listen carefully, interpret accurately and respond to a high volume of requests. Creativity, problem solving and critical thinking abilities. High degree of professionalism and confidentiality. Proficiency in Windows operating environment, current Microsoft Office Suite, database management, and use of the applications; researching via the Internet and web-based electronic resources; as well as knowledge of Jenzabar or comparable college platform and the ability to learn and use other current applications.

STATUS: Regular Full-Time/Exempt

HOURS: Day, evening, and/or weekend hours, as required.

REPORTS TO: Controller

POSTED: March 11, 2015. Internal candidates must post for the position within 10 calendar days from the date posted.

APPLY TO: Please submit a letter of interest with your salary expectations, as well as a current resume to: Human Resources Department, Peirce College, 1420 Pine Street, Philadelphia, PA 19102; e-mail to: JobsAtPeirce@peirce.edu; or fax to:
(215) 670-9113. Materials submitted via email strongly encouraged. We will contact only those candidates who best meet our requirements.

Peirce College is an **Equal Opportunity Employer** and is committed to ensuring equal opportunity and enhancing diversity and inclusiveness in all employment decisions, policies, and practices.

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on the basis of race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, creed, citizenship, sexual orientation, military status, or any other protected classifications in its employment, admissions, programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies.

The Vice President, Human Resources/Chief Diversity & Inclusion Officer has been designated as Equal Opportunity/Title IX Coordinator to handle inquiries regarding non-discrimination policies (including policies prohibiting harassment and retaliation) and to serve as the overall campus coordinator for purposes of Equal Opportunity and Title IX compliance, and is available at 3R Alumni Hall, hsgolen@peirce.edu, or (215) 670-9328.

The Chief Employee Services/Risk Management Officer who is a member of the Human Resources Department has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations, and is available at 3R Alumni Hall, akmurphy@peirce.edu, or (215) 670-9277.