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; 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, along with current Microsoft Office Suite, database management and use of the applications, and 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, as needed.

STATUS: Regular Full-Time/Exempt

HOURS: Day, evening, and weekend responsibilities, as required.

REPORTS TO: Controller

POSTED: March 2, 2016. Internal candidates must post for the position within ten (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; email to JobsAtPeirce@peirce.edu; or fax to: 215.670.9069. We strongly encourage materials be submitted via email. 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 in all employment decisions, policies, and practices.

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of a person’s age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran’s status, military status, or membership in any other group protected under local, state, or federal law.
For questions concerning equal employment opportunity, please contact the Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328). Applicants who require reasonable accommodations to participate in the interview process should contact the Chief Employee Services/Risk Management Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9277).