



## Position Description

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| <b>Job Title:</b> Senior Staff Accountant  |  |
| <b>Department:</b> Finance                 | <b>Date:</b> January 2025                  |
| <b>FLSA:</b> Non-Exempt                    | <b>Work Location:</b> Virginia Campus      |
| <b>Employee Category:</b> Classified Staff | <b>Work Schedule:</b> M-F, 8:00am – 5:00pm |
| <b>Reports to:</b> Financial Controller    | <b>Percent Employment:</b> 100%            |
| <b>Direct Reports:</b> None                |  |

### I. Job Summary:

The Senior Staff Accountant will support the Financial Controller to ensure VCOM Business Office functions are performed in an efficient and timely manner. The position will foster compliance with sound business practices and College policies, as well as federal and state regulations, in performing job duties to include financial reporting, analysis and other special projects as assigned. In execution of duties, the Senior Staff Accountant will ensure robust internal controls are maintained to preclude fraud, embezzlement, and other misuses of College assets, so as to conserve, preserve and safeguard College resources.

### II. Job Duties:

1. **Donations/Pledges:** Code and record donations and pledges in the accounting system, reconciling entries to Blackbaud reporting on a monthly/annual basis. Completion of related annual Form 990 schedules.
2. **Unrestricted and Restricted Funds:** Monthly/Quarterly/Annual reconciliation of net assets and analysis of Unrestricted and Restricted Funds including Endowment Accounts. Provide monthly reports and ad hoc reporting of restricted funds to the Development Division as requested by the Financial Controller. Completion of related annual Form 990 schedules and Audit Footnotes.
3. **Reconciliations:** Review and approve monthly reconciliations and analysis, as designated, following up on reconciling items as needed.
4. **Credit Cards:** Prepare and/or review credit card logs for designated cardholders, assuring purchases are according to VCOM policies with appropriate coding, documentation and approval. Assist in resolving issues of non-compliance with credit card usage.
5. **Financial Statements:** Assist Financial Controller with month end closings and reporting, including preparation of subsidiary and consolidated financial statements. Train with the Financial Controller to understand all aspects of the month end closing process and checklist; serve as a backup for this critical function.

6. **Joint Programs:** Support the Financial Controller with accounting, budgeting and reporting (including Board Reports) of new program offerings the College engages in, which are expected to increase in volume over the next couple of years.
7. **Cash Receipts:** Code and record miscellaneous cash receipts in the accounting system.
8. **Project Accounting:** Assist with recording of monthly project accounting entries.
9. **Budget:** Function as a budget liaison and advisor for designated divisions (VP for Research, others as assigned) and perform monthly variance analysis, effectively communicating results to budget managers.
10. **Fixed Assets:** Assist the Financial Controller by serving as Finance's lead authority in the function of accounting for fixed asset transactions and assist with management of periodic fixed asset inventories as needed.
11. **Travel Program:** Serve as lead for the group travel portion of VCOM's Travel Program with CTP and function as the backup to the Senior Staff Accountant – Insurance and Benefits on the transient travel portion of the program.
12. May assist with preparation of various analysis, periodic schedules, account reconciliations, and occasional special projects where needed.
13. Responsible for remaining knowledgeable and current on areas of responsibility through educational reading, attending conferences, meetings, seminars and webinars.
14. Assist in ensuring VCOM's compliance with financial, regulatory, and accreditation policies and requirements.
15. Participate on College committees and activities as requested and as work schedule permits.
16. Perform other duties as assigned.

### III. **Required Qualifications:**

- Education: A minimum of a Bachelor's degree in accounting, business or other degree program along with comparable work experience.
- Licensure or certification: N/A
- Experience: Two or more years of experience working in an accounting or business office

Skills important for this position:

- Ability to perform detailed-oriented tasks with minimal errors
- Strong analytical skills and ability to solve moderately difficult to difficult problems

- Excellent interpersonal and communications skills, and strong customer service skills
- Strong organizational and time-management skills with the ability to manage multiple priorities and meet deadlines
- Proficient with Excel, Outlook, Word, and an automated accounting system
- Strong work ethic, a team player and flexible
- Proficient with Excel, Outlook, Word, and an automated accounting system
- Ability to maintain confidentiality
- Commitment to College values and mission

Preferences may be given to candidates who have the following skills or attributes:

- Experience using Microsoft D365 or a comparable ERP system
- Proven background in public accounting or with fund accounting
- Two or more years' experience working in a Controller's or Business Office at an institute of higher education
- CPA license candidate or Master of Accountancy degree are a plus

**The successful candidate will be subject to a criminal history background check.**

**Regular, reliable or predictable attendance is an essential function of the job.**

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

**Work environment:** Office environment. Outside travel required 10-15% of time for CPE training and trips to the branch campuses. The noise level in the work environment is usually minimal.

**This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.**

**Employment with VCOM is "at-will". This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM employees.**

- V. **VCOM core values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Division Officer: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_