SOUTHWESTERN ADVENTIST UNIVERSITY
Knowledge. Faith. Service.

Job Description

Position Title:	Accountant		
Business Unit:	Business Office	**Status:**	Exempt-Full-Time Salary
Reporting to:	AVP/Controller	**Salary Range:**	57,412.80 – 64,589.40

Background:	**University Overview** Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service. **University Vision** Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service. **University Mission** The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position:	This position is part of our Business Office Department within the Financial Administration and is a full-time salaried position.
Responsibilities:	**Payroll Related** • **941 Quarterly Reports**: Prepare and file Form 941 Employer's Quarterly Federal Tax Returns for payroll taxes, ensuring timely submission and compliance with federal regulations. • **ACH Processing**: Process ACH transactions for payroll advances and resubmit returned ACH payments for payroll returns when necessary. • **Annual Payroll Reconciliation**: In collaboration with the payroll accountant, conduct annual payroll reconciliation for audit purposes, ensuring accuracy and alignment with financial records. **Accounts Payable – Process in the bank already entered payments in the system** • **Vendor Payments**: Process Accounts Payable (AP)/vendor ACH/EFT disbursements. • **Expense Report:** Process weekly expense report reimbursement ACH disbursements.

- **Deposits**: Monitor and reconcile international and general deposits (e.g., dorm deposits, commitment deposits, nursing deposits), ensuring proper payment applications and allocations in the system
- **Outside Scholarships:** Monitor and reconcile outside scholarships process and general ledger activities.

Banking

- **Bank Reconciliations**: Perform monthly bank accounts reconciliations.
- **Journal Entries**: Record various journal entries, including required documentation.
- **Cash Flow Forecasting**: Prepare weekly operating cash flow projections to prevent overdrawing of operational bank accounts, providing actionable insights for cash management.
- **Cash Management**: (bank site)
    - Perform various tasks in the different bank accounts including the transfer of funds when needed.
    - Assist the Controller with processing positive pay exceptions to ensure secure and accurate transactions.

Accounts Receivable – Process in the bank already entered payments in the system

- **Student Refunds**: Process student refunds (A/R), as requested by Student Finance.
- **Discrepancy Resolution**: Review deposits for discrepancies and notify the accountant responsible for cashiering, Student Finance, or Admissions for corrective action as needed.

Compliance

- **Form 990**: Prepare and file the annual Form 990 Return of Organization Exempt from Income Tax for the university, ensuring compliance with IRS regulations. Annually.
- **Sales Tax Returns**: File monthly sales tax returns with the Texas Comptroller's office by the 20th of each month, including reviewing sales tax liability and activity for accuracy and processing payments.
- **State Unemployment Reports**: Prepare and submit quarterly State Unemployment Reports for Texas, and various out of state when needed.
- **Annual Premium Audit**: Coordinate the annual premium audit for workers' compensation insurance, ensuring all required documentation and reconciliations are completed.

Other accounting related tasks

- Assist with interdepartmental charges and transfers
- Assist with budget/monthly recurring entries
- Other accounting related tasks as needed

Requirements:	**Primary Requirement** • Bachelor's degree in accounting, finance, or a related field preferred or years of experience working in accounting **Other Requirements** • Proficiency with Microsoft Office and other accounting software. • Excellent communication skills – both oral and written. • Ability to manage multiple projects and timelines. • Strong attention to detail and accuracy. • Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
Work Conditions & Environment:	**Job Conditions:** **Occasional:** This position is expected to work additional hours to complete necessary projects as needed. **Environment:** This position is housed in the Business Office. **Work Hours:** 8:00 a.m. - 5:00 p.m. Monday-Friday* *Friday schedules may vary due to sunset changes and SDA beliefs

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non- discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.