

Job Description

Job Title: Accounting Assistant
Department: Business Office
Reports To: Controller

Job Status: Regular/Full-time (40 hours/week)
FLSA Status: Non Exempt
Physical Strength: Moderate

SUMMARY

The Business Office Accounting Assistant is directly responsible to the Controller in the stewardship of the financial and physical resources of the Hilltop. The Accounting Assistant works with the Controller on the financial aspects of the seminary and uses independent judgment and discretion to make necessary day-to-day decisions for the effective administration of the various business related functions of the seminary. This individual may represent the seminary's business operations to the Seminary faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

Seminary Budget/Expenditures

- Prepare annual seminary budget in consultation with Controller and PR Council
- Track expenditures and dimension/program expenditures vs budget
- Student group/Student event expenses approval and tracking
- Process seminary expenditures
- Pay seminary invoices, annual memberships/subscriptions
- Collect transcript payments

Seminary billing

- Oversee seminary billing process to make sure billing is accurate and timely
- Enter scholarships, financial aid and other awards in SIS prior to billing
- Work with Registrar if student information needs to be updated in SIS
- Add Degree fees and other fees as appropriate
- Manage Doctor of Ministry summer billing process, including collecting room and board information

Manage Seminary scholarship process

- Get disbursement amounts and following restrictions
- Coordinate Seminary scholarship committee
- Put scholarship awards in SIS

Business Office side of Financial Aid

- Drawdown Title IV money from G6
- Insure that federal funds are handled and accounted for accurately
- Work with Financial Aid administrator (FAA) to ensure compliance with regulations

Reporting – using audited data provide reporting for the following:

- eZ-Audit exemption and audit upload – December 31
- IPEDS reporting – April
- NWCCU Financial Dashboard – July
- ATS Annual Report – December
- Work with Controller to provide budget, annual report, and YTD summary and detail information to President-Rector's Council
- Work with Controller to provide summary information for Episcopal Council
- Provide to the Seminary finance committee draft/final audit information, fund summary

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Tuition and fee, food, and housing (formerly room and board)

- Provide tuition/fee/food/housing information once approved by the Board
- Work with Registrar to update catalog, website.
- Update SIS as needed for accurate billing

Business Office

- Supports the Business Office by assisting with a wide variety of regular and recurring moderately complex accounting functions as well as establishing and maintaining accounting records.

General

- Frequently interacts with individuals both within and outside of organization.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Strong interpersonal skills, cross-cultural communication experience, and experience in student affairs
- Ability to work independently to analyze problems and judge best solution or action to resolve or respond to complex issues.
- Ability to work effectively with faculty, staff and students from a variety of diverse backgrounds and cultures.
- Ability to interpret and apply laws, regulations, policies and procedures
- Ability to represent the Seminary to multiple constituencies, including prospective students, their vocation directors, bishops and superiors, and school/community contacts.
- Excellent math and computer skills, including advanced knowledge of Excel and Word, database expertise and use of the Internet.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as their own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.

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- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- In order to provide our employees with a pleasant and healthy work experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Ability to adhere to regulations, policies and procedures and to rely on relevant experience and judgment to plan and accomplish goals.
- Must have working knowledge of the Catholic Church. An understanding of a Catholic Abbey and Seminary helpful.
- Must be available for occasional weekend and/or evening work
- Regular and predictable attendance is an essential function of the job

EDUCATION and/or EXPERIENCE

- Bachelor's degree or equivalent professional background and experience preferred
- Background in financial management, budgeting, accounting and record keeping

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

Strong computer skills, including advanced knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of the internet.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

The physical demands 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.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 25 pounds.
- Will occasionally enlist assistance in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT

Office environment