

Dallas International University

Accountant

Job Description

Description:

Provide services to the finance department by working with the student financial system and processing electronic and physical payments. The FTE is 1.0.

Authority:

The Accountant is appointed by and is responsible to the Vice President of Finance.

Responsibilities:

- Receive payments from various departments and individuals.
- Prepare & make regular deposits to bank account.
- Process reimbursement and check requests.
- Process end-of-month reconciliations.
- Payroll
- Maintain Chart of Accounts
- Assist CFO with annual audit proceedings.
- Collaborate with the Development Office as needed, serving as a liaison between the Finance Office and the Development Office.
- Other – as distribution of tasks and segregation of duties is clarified.

Required Knowledge, Skills and Abilities

- Proficiency in Microsoft Office programs and office equipment.
- Confidentiality, good communication, helpfulness, people skills, and being a teachable team member are vital.
- Desire to engage in continuous learning is helpful.
- A plus: knowledge of SIL and WBT operations

Education and Experience

- Accounting experience with integrated system desirable.
- BA preferred