ADMINISTRATIVE STAFF
JOB POSTING

<table>
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<th>Position: Accounting Specialist I</th>
<th>Department: Finance &amp; Administration</th>
<th>Status: PT/FT</th>
<th>Supervisor: Director of Finance and Accounting</th>
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<tr>
<td>Positions Supervised: None</td>
<td>Date Released: 10/25/21</td>
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<td>Version: 01</td>
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GENERAL SUMMARY:

Reporting to the Director of Finance and Accounting, this position works closely with the offices of the Registrar, Academic Affairs, Student Affairs, Development, and other staff, administrators and faculty members. It is responsible for many day-to-day transaction and processing functions within the accounting department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include day-to-day activities primarily in the following areas:

- Petty cash
- Cash receipts and deposits
- AR and billing
- Student accounts-assist with maintenance
- AP vendor invoice entry and payments
- Payroll processing
- General Ledger reconciliation

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Associate’s Degree minimum with Bachelor’s in Accounting or Finance preferred or relevant work experience.
- At least three (3) years of experience working in a for-profit or not-for-profit accounting function.
- At least three (3) years of experience working with fund accounting.
- Ability to perform detailed work with numerical data and to make math computations accurately and rapidly.
- Excellent PC skills with proficiency in Microsoft Office software, especially Excel. Ability to use general office machines, especially calculators. Ability to learn and operate new computer software, and to write and edit database reports.
- A personable, experienced individual with excellent interpersonal skills demonstrating the ability to work with limited supervision and effectively
relate to a diverse group of people, including faculty and administrators and students.

- A dependable individual with organizational, communication and administrative skills demonstrating the ability to handle multiple project and deadlines simultaneously.
- Ability to understand and contribute to the mission of McCormick and its academic programs.

Independent problem-solving and time management skills.
Basic knowledge of Generally Accepted Accounting Principles.
Solid Microsoft Excel skills required
Experience with Great Plains Dynamics a plus
Experience with Blackbaud Financial Edge a plus
Experience with Raiser’s Edge a plus.
Prior experience working in higher education a plus

GENERAL REQUIREMENTS

- Proficiency in the use the seminary’s database and software as appropriate to the position.
- Information regarding students and employees must remain confidential. Individuals who break confidentiality are subject to dismissal.
- All employees shall avoid even the appearance of conflict of interest, special interest or any other inappropriate conduct.
- Awareness of our multi-cultural environment with the ability to distinguish diverse characteristics and the ability to work accordingly.

This description contains information and facts considered necessary to describe and evaluate this job fairly and equitably. This document should not be considered as a detailed description of all the work requirements performed, but as an indication of the duties and levels of skills required.

Send Cover Letter and Resume to Ashley Woodfaulk at mccormickhr@mccormick.edu and Greg Cofoid at cofoidg@gmail.com.