

Accountant 1

Thaddeus Stevens College of Technology has an opening for a permanent full-time Accountant 1 working in the Business Office.

Job Requirements

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

Minimum Qualifications

Entry level Accountant for management of accounts payable and receivable, payroll, purchasing, billing and invoicing. A bachelor's degree including fifteen credits in Accounting and/or three years of experience preferred. This is a full-time position with hours of work from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Please send letter of application and resume to Sue Emswiler, Human Resource Specialist, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or email at emswiler@stevenscollege.edu. The closing date for the requested information is February 21, 2019.

For information about Stevens, visit the web site at www.stevenscollege.edu

Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply.