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**Staff Accountant**

**JOB SUMMARY**

Are you looking for an opportunity with a University that has been growing? Our Staff Accountant opening will assist the University Controller with the management of the general ledger, closing of the books on a monthly basis and the preparation of the GAAP basis financial statements and financial reports for University Administration and Department Directors. Additionally, the Staff Accountant will assist with local, county and state tax reporting, compliance and internal controls. The Staff Accountant is also responsible for the accounting of property, plant and equipment (PP&E) and various student loan funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Under limited supervision, performs professional accounting work of a complex nature; applies University policies, procedures and restrictions and well as Federal and State applicable regulations.
* Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature.
* Assists the University Controller in the day-to-day operation of the accounting department, manage the work flow and ensure proper internal controls are in place including compliance with company policies and procedures.
* Maintains a detailed working knowledge of the University’s reporting, PP&E and student loan systems.
* Prepares, verifies and distributes internal financial reports to the University community.
* Prepares and posts monthly journal entries and performs various balance sheet reconciliations including preparation of all bank reconciliations.
* Prepares and files sales tax returns, business property statements, college exemptions and other regulatory filings.
* Maintains and reconciles fixed asset systems including asset acquisition and disposal accounting and depreciation.
* Exports and uploads data from the accounting software to the reporting software for salaries and benefits on a biweekly basis.
* Assists the University Controller in the preparation of the annual audits and related financial statement preparation in accordance with FASB accounting principles related to not-for-profit organizations and private colleges and universities, including A-133.
* Reviews and recommends modifications to accounting systems and procedures.
* Develops and documents business processes and accounting policies to maintain and strengthen internal controls.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each 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.

* Aptitude in decision-making and working with numbers.
* Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook and Excel).
* Ability to analyze problems and strategize for sound solutions.
* Excellent verbal and written communication skills.
* Ability to multitask, prioritize, and manage time efficiently.
* Accurate and precise attention-to-detail.
* Good interpersonal skills and the ability to work well with all levels.
* Goal-oriented, organized and a team player.

**EDUCATION AND EXPERIENCE**

* Bachelor’s degree in Business, Accounting or closely related field required.
* At least 2 years progressively responsible accounting experience required.
* Experience working in not-for-profit environment preferred.
* Experience working in higher education environment preferred.

**ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award the first MBKU Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

**BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU (www.ketchum.edu).

**HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.