



**Marshall B.**  
**KETCHUM UNIVERSITY**

## **Staff Accountant**

### **JOB SUMMARY**

The Staff Accountant assists the University Controller with the management of the general ledger and 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 assists 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. Thoroughly understands University policies, procedures and restrictions and Federal and State applicable regulations. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature
- Assist 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
- Maintain a detailed working knowledge of the University's reporting, PP&E and student loan systems
- Prepare, verify and distribute internal financial reports to the University community
- Preparing and posting monthly journal entries and performing various balance sheet reconciliations including preparation of all bank reconciliations
- Preparing and filing sales tax returns, business property statements, college exemptions and other regulatory filings
- Maintain and reconcile fixed asset systems including asset acquisition and disposal accounting and depreciation
- Export and upload data from the accounting software to the reporting software for salaries and benefits on a biweekly basis
- Assist 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

- Review and recommend modifications to accounting systems and procedures
- Develop and document 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
- Ability to work well with management and staff at all levels
- Goal-oriented, organized team player

## **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Bachelor's degree in Business, Accounting or closely related field
- At least 2 years progressively responsible accounting experience
- 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 awarded a 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](http://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.