

## **Accountant – Vincennes, IN Full-Time**

Vincennes University is seeking applicants for the position of Accountant for Vincennes University.

Reporting to the Controller, this position will provide support and work closely with the finance staff in recording banking information, analyzing financial transactions for appropriateness and correctness and initiating any necessary adjustments; preparing financial documents and analysis to identify and resolve issues and revise better business practices; support the month end and year end close processes by performing reconciliations, and providing professional assistance to solve problems and recommend solutions. This position is expected to apply detailed knowledge in performing a wide variety of fiscal tasks including: recording journal entries, monitoring daily reports, assisting in budget planning processes, preparing periodic reports for college administrators, and collecting and analyzing data in support of new projects and initiatives.

Position Duties/Responsibilities include:

- recording banking information,
- customer service and
- preparing, processing and approving financial transactions like journal entries, requisitions, and journal vouchers for budget transfers, cost transfers, revenue transfers, and other related tasks.

The successful candidate has:

- Bachelor's degree in accounting, finance, business or closely related field.
- 2 years of financial/budgeting work experience.
- Proficient in Microsoft Excel and Word.
- Excellent project management skills including proficiency in prioritizing and managing diverse, ongoing projects as well as ability to adhere to deadlines.
- Ability to identify and implement creative solutions to problems, working both independently and as a team member and exercising consistent discretion and judgment, and keeping confidentiality in all matters.
- Good knowledge of enterprise-wide administrative data processing systems.
- Demonstrated proactive, strategic and detail-oriented approaches with a strong commitment to quality, efficiency and effectiveness.
- Must be a self-starter and can work independently.
- Experience working with csv files, word processing, spreadsheets and database software to develop and automate financial reports.

- Ability to communicate well in writing; develop and maintain a good working relationship with diverse individuals from varying cultural and socio-economic backgrounds at all organizational levels.
- Experience using Banner system, Argos system; and working in an academic setting.

**Benefits:**

The candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

**How to Apply:**

Interested applicants should submit a cover letter, resume, and contact information for three references to Human Resources by email to [jobs@vinu.edu](mailto:jobs@vinu.edu) or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591. Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer