

Emmaus Bible College

Job Title:	Student Accounts & Payroll Administrator/Accountant	Department	Business Office
Location:	Dubuque Iowa Campus	Travel Required:	Some
Position Type:	Staff, Full-Time	Reporting Supervisor:	Controller

Job Description

SUMMARY: Ensure timely and accurate posting of charges to students, financial aid, and payments in the accounting system. Effectively manage the collection process for student accounts and minimize bad debt. Oversee the time and attendance system and process semi-monthly payrolls in a timely and accurate manner. Maintain and organize employment and benefit records.

ROLE AND RESPONSIBILITIES

Key Tasks and Responsibilities:

- Maintain the student billing system
- Create journal entries and reconcile the subsidiary ledger (accounts receivable) balance to the general ledger control account on a monthly basis
- Collect overdue balances from current and former students
- Process annual IRS form 1098-T for students
- Collect, process, and maintain all employment records (I-9, W-4, Payroll Change Form)
- Maintain Time Clock Plus system and oversee the manager approval process
- Enter semi-monthly payroll data into HK Pay for processing employee paychecks
- Reconcile IRS forms 941 and W-3 to payroll records and the general ledger
- Compile monthly journal entries
- Perform other duties as assigned

Skills and Attributes:

- Active Christian testimony
- Accuracy and attention to detail
- Maintains confidentiality
- Good organizational and problem solving skills
- Strong oral and written communication skills
- Proficient with MS Word and Excel
- Accounting software experience desired
- Basic accounting principles and ability to perform business math (compute rates, ratios, etc.)
- AA degree with some accounting/bookkeeping courses preferred
- Two years' experience in similar position

Notes:

- Ready to train the right candidate for success
- Some flexibility with work schedule possible
- Benefits: health (family), dental, life and disability insurance, 401(k) plan, and tuition discounts
- Pay commensurate with education and experience
- Room for growth to; staff accountant, assistant controller