



Corban University
Position Description

GENERAL LEDGER ACCOUNTANT

DEPARTMENT: Financial Services
REPORTS TO: Senior Director of Financial Aid and Accounting
FLSA STATUS: Exempt/Full-Time
Revised September 2018

See Application Instructions on Page 2 and 3

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The General Ledger Accountant supports the Financial Services department in day-to-day operations by streamlining processes and providing timely, accurate financial information used throughout the University. The General Ledger Accountant is responsible for creating journal entries and assembling supporting documentation, as well as for tracking the contents of accounts, preparing tax returns, creating portions of the financial statements, and writing related disclosures.

ESSENTIAL FUNCTIONS:

- Maintain a master list of monthly journal entries and create recurring journal entry templates.
- Enter all journal entries and supporting information into the accounting software.
- Ensure that reversing entries occur.
- Prepare monthly financial statements with fluctuation analysis.
- Ensure compliance and accuracy of financial statements in accordance with GAAP and internal policies.
- Manage Fixed Asset records.
- Balance sheet accounts reconciliations.
- Prepare property tax and unrelated business income tax reports.
- Ensure that recurring entries are changed or terminated at appropriate trigger points.
- Maintain detailed listings of the contents of all balance sheet accounts.
- Prepare work papers for annual audit.
- Assist auditors with journal entry examinations.
- Assist in the production of audited financial statements.
- Assist in writing footnotes to the financial statements.
- Assist with 990, CT-12, IPEDS, 5500 Reports.
- Assist the Senior Director of Financial Aid and Accounting in preparing for routine audits.
- Verify that transactions and records are in compliance with policies and procedures, as well as federal and state law.
- Provide high-quality customer service to internal and external customers.
- Ensure that “best practices” are observed to maintain database integrity.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Abila MIP accounting program.
- Proficiency with Excel and ability to generate necessary reports.



- Understanding of accounting fundamentals and best practices.
- Ability to prioritize deadlines, attend to details, and multi-task in a fast paced environment.
- Demonstrates problem solving and analytical thinking skills.
- Proven commitment to accuracy and detail.
- Strong analytical, organizational, and problem solving skills.
- Exceptional communication skills, both written and verbal.
- Ability to read, analyze and interpret general business materials, technical procedures and governmental regulations are essential.
- Ability to deal sensitively with confidential material with a high degree of professionalism.
- Demonstrates good judgement, displays initiative, and a strong work ethic.
- Demonstrated customer service abilities and comfort working with diverse constituents.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in accounting, finance, or business required.
- 3+ years of general ledger experience in nonprofit organization required.
- Experience with Abila MIP preferred.
- Must have proven experience in process improvement.
- Strong technical accounting background and database skills.
- Team player with ability to work independently.
- Evangelical Christian commitment and lifestyle consistent with the University's mission as described in our Statement of Faith.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Some evening and weekend work required seasonally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested candidates must submit all of the following:

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:



Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.375.7182